

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-133

DATE: May 10, 2019

POSITION DESCRIPTION

Job Title

BEFORE AND AFTER SCHOOL CHILD CARE COUNSELORS

Location:

District

Job Description:

See Reverse

Terms:

9 month positions – beginning August 2019

Hours:

2.75 hours before school and/or 2.75 hours after school

Salary:

\$10.00 per hour

Qualifications Required:

- *Must meet educational requirements for child care worker under existing DCFS regulations**
- *Current CPR/First Aid certification**
- *Excellent communication skills – both verbal and written**
- *Ability to perform all duties as outlined on reverse**

Contingent Upon:

Board approval

Closing Date for Application:

May 17, 2019 or until filled

Print Application and Submit to:

**www.ecusd7.org/departments/personnel
Application/Forms; Kid Zone**

**Dr. Nancy Spina
Assistant Superintendent/Personnel
Edwardsville Community Unit School District 7
708 St. Louis Street
Edwardsville, IL 62025**

The Edwardsville Community Schools offer employment without regard to race,
Color, creed or religion, age, sex, national origin, or handicap

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BEFORE & AFTER SCHOOL CHILD CARE COUNSELOR JOB DESCRIPTION EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT 7

Minimum Qualifications:

1. Must be at least 19 years of age as per DCFS regulations
 2. Current CPR/First Aid certification
 3. Must meet educational requirements for child care worker/school age worker under existing DCFS regulations:
 - 30 semester hours of college credit from an accredited college or university with 6 semester hours in courses related to school age child care, child development, elementary education, physical education, recreation, or related fields.
- OR**
- 6 semester hours in courses related to school age child care, child development, elementary education, physical education, recreation, or related fields **and** 1560 clock hours of experience in recreational program or licensed center serving school age children
- OR**
- High School diploma **plus** 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care center serving school-age children or a license exempt school-age child care program operated by a public or private school

Organizational Skills:

1. Prepares and distributes materials and supplies necessary for activities in a timely manner
2. Starts children on tasks quickly and assures efficient transitions between activities
3. Maintains a high level of time-on-task for all students
4. Monitors student behavior continuously, encouraging appropriate behavior and addresses inappropriate behavior
5. Completes reports and records accurately and promptly

Personal Qualities:

1. Interacts with students in a mutually respectful manner
2. Expresses verbal enthusiasm
3. Praises students for learning accomplishments, on-task behaviors and appropriate conduct
4. Gives all students opportunities to ask questions, contribute, and otherwise participate in group activities

Professional Demeanor:

1. Maintains punctuality and regular attendance
2. Maintains appropriate communication with colleagues and supervisors
3. Maintains accurate and positive communication with students and parents
4. Takes steps toward professional development

Responsibilities:

1. Assists with opening and/or closing site
2. Greets parents and children
3. Assists in implementing activities
4. Supervises children
5. Performs other duties as assigned

Essential Physical Requirements:

1. Must be able to lift, push or pull up to 50 pounds on a regular basis
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties