

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-134

DATE: May 10, 2019

## POSITION DESCRIPTION

*Job Title*

**BEFORE AND AFTER SCHOOL CHILD CARE SITE COORDINATORS**

Location:

District

Job Description:

See Reverse

Terms:

9 month positions – beginning August 2019

Hours:

Part time

Salary:

\$12.00 per hour

Qualifications Required:

- \*Must meet educational requirements for child care worker under existing DCFS regulations
- \*Must be at least 21 years of age as per 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](http://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 SITE COORDINATOR JOB DESCRIPTION

## EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT 7

### Reports to Program Coordinator

#### Minimum Qualifications:

1. Must be at least 21 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 hours of college credit from an accredited college or university with 12 semester hours in courses related to school age child care, child development, elementary education, physical education, recreation, or related fields **and** 750 clock hours of experience in recreational program or licensed center serving school age children
- OR**
- 6 hours of college credit from an accredited college or university with courses related to school age child care, child development, elementary education, physical education **and** 1560 hours of experience in recreational program or licensed center serving school age children

#### Organizational, Management and Supervisory Duties:

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
6. Implements and carries out all Board policies and procedures
7. Serves as direct/immediate supervisor over Counselors at the site
8. Responsible for directing the work of Counselors
9. Assesses the performance of Counselors and makes recommendations on the hiring and firing of employees
10. Responsible for monitoring Counselors' conduct and recommending disciplinary action against Counselors for work rule violations, such as letters of reprimand, suspensions with or without pay and termination
11. Responsible for ensuring Counselors adhere to all work rules, including but not limited to completing time sheets
12. Coordinates with supervisor to ensure substitute staff are hired when needed
13. Assists with organizing and scheduling staff work shifts, coordinating staff meetings, teaching training sessions and maintaining daily student attendance rosters
14. Responsible for preparing written performance evaluations for Counselors

#### 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
5. Carries out other duties as assigned by supervisors

#### Other Responsibilities:

1. Opens and/or closes site location
2. Prepares daily materials/supplies
3. Greets parents and children
4. Serves as site lead teacher and immediate supervisor over other staff
5. Assists with site paperwork
6. Assists with scheduling
7. Assists with supervision of child care counselors
8. Assists with staff development
9. Assists with inventory of site materials
10. 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