

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 21-002

DATE: July 1, 2020

POSITION DESCRIPTION

Job Title

BEFORE AND AFTER SCHOOL CHILD CARE SITE COORDINATORS

Location:

District

Job Description:

See Reverse

Terms:

9 month positions; beginning August 2020

Hours:

Part time

Salary:

\$13.00 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:

July 8, 2020 or until filled

Submit Application/Resume/Letters to:

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

**Please download application from
ecusd7.org/personnel/applications**

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

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KID ZONE BEFORE & AFTER SCHOOL CHILD CARE SITE COORDINATOR

JOB DESCRIPTION

EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT 7

Position Requirements:

1. Completed criminal background and history check through the Illinois State Police and FBI and checks of the Illinois Sex Offender Registry, the National Sex Offender Registry, and Child Abuse and Neglect Tracking System
2. Provide evidence of physical fitness to perform duties assigned and freedom from communicable disease in accordance with Section 24-5 of the School Code
3. Required to obtain and maintain a certification in Child and Adult CPR/First Aid/AED
4. Required to complete, within 90 days of employment, Illinois Department of Human Services required training
5. Participate in emergency preparedness and practice drills
6. Previous position of child care Counselor preferred

Responsibilities:

1. Maintains supervision, safety, and well-being of diverse children in large group setting
2. Serves as direct supervisor over Counselors
3. Responsible for assigning and directing the work of Counselors
4. Responsible for monitoring Counselors' conduct and recommending disciplinary action against Counselors
5. Responsible for ensuring Counselors adhere to all work rules and Board policies and procedures
6. Ability to work independently (self-motivated) and as a team member
7. Prepares daily indoor and outdoor materials/supplies
8. Starts children on tasks quickly and assures efficient transitions between activities
9. Monitors children's behavior continuously, encouraging appropriate behavior and addresses inappropriate behavior
10. Communicates behavioral concerns or injuries to parents accurately and promptly
11. Completes reports and records accurately and promptly
12. Maintains site paperwork and documentation
13. Assists with inventory of site materials
14. Brings staffing, children, or parental concerns to supervisors promptly
15. Maintains cleanliness of areas of use, care and inventory of materials
16. Adheres to all work rules and Board policies and procedures
17. Performs other duties as assigned

Professional Demeanor:

1. Maintains appropriate, mutually respectful communication with Counselors, colleagues, and supervisors
2. Maintains accurate, positive, mutually respectful communication with children and parents
3. Practice superior work habits and ethics including but not limited to—
 - a. Promptness, excellent attendance, highly dependable
 - b. Positive attitude
 - c. Sound judgment
 - d. Produce excellent quality of work
 - e. Adaptable when necessary

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