

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Assistant Group Leader
Program:	School Age Connections
FLSA Class:	Non-Exempt
Position Accountable to:	Site Supervisor, Director, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	To assist in providing an enriching and engaging environment for students, in order to give parents peace of mind to pursue work or school
Educational Requirements:	High school diploma or GED
Experiential Requirements:	Must be 18 years of age
Additional Training required	Fulfill all training requirements set forth by WVDHHR licensing regulations and Individualized Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Additional Required Certifications/Tests/Licenses:	Pre-employment drug screening STARS certification first aid/CPR certification physical examination TB test Food Handlers certification Criminal Background check CPS records check Child Abuse Recognition training
Provisional Employment Period	3 Months

Capabilities/Skills:
Able to organize, work collaboratively in team environments, and maintain a high level of confidentiality.
Able to lift/move various classroom furniture (tables, chairs, etc.)
Able to physically remove a child, aged 5-12, from an emergency situation
Possess satisfactory verbal and written communication skills
Must be reliable, responsible, and dependable
Must be flexible and able to fill in where needed and adapt to different environments
Work collaboratively as an effective part of a team

Revised 01/06/2016

Demonstrate at all times, professionalism and maintain confidentiality

Display compassion and understanding in dealing with children and families

Understand the dynamics of children in a mixed age setting

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

Ability to engage effectively with the public and community.

Essential Responsibilities:

General

Adhere to NAEYC Code of Ethics

Know, follow, and promote agency and program mission statements and philosophies

Know, follow, and stay current of any changes to agency and program policies and procedures

Promote unity and teamwork within the agency and the program

Attend and participate in monthly staff meetings

Participate in and complete all required training, classes, and certifications

Maintain and submit accurate timesheets for Director's approval

Report any/all relevant information and/or concerns to the Site Supervisor in a timely manner

Keep director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Supervise children in all aspect of the program

Interact appropriately with each child 1-on-1 as well as in groups

Assist in executing daily lesson plans and activities

Serve snack

Maintain all necessary reports, forms, logs, and paperwork accurately, on time, and with attention to detail

Distribute all information/materials to families

Maintain a clean and attractive space

Communicate effectively with staff, families, and children

Other duties as assigned by Site Supervisor, Program Director, or Executive Director

Signature

Date