

**After School Group Leader
Wappingers and Hyde Park Elementary School
Bright Days Before and After School Program**

Enjoy the benefits of working with a professional team while training and developing yourself in the field of childcare.

Title: Before and After School Group Leader Wappingers Schools

Qualifications: 1) High School diploma or its equivalent plus substantial experience working with children under 13 yrs of age. Must be at least 16 year of age.

Requirements: Fingerprint clearance and Statewide Central Register of Child Abuse and Maltreatment clearance through the OCFS.
Provider training and education

Reports to: Regional Director, Sarah Sullivan
* Multi Site Director, Kimberly Downey
Central Office Manager, Deborah Lyvers

Job Goal: to provide school age care and assist the before and after school program Director with all activities involved with the safe and effective operation of the school program.

Essential Functions and Responsibilities

- 1) Follow all rules, policies and procedures of Bright Days and Hyde Park Central Schools, along with state and federal regulations including Office of Children and Family Services
- 2) Provide students with activities that promote their physical and intellectual development
- 3) Assist with creating, planning and maintaining a safe and healthy learning environment.
- 4) Utilize positive strategies to support the social and emotional development of all the students.
- 5) Promote positive behaviors and professionalism, including completion of annual training hours.
- 6) Assist and monitor students during program hours.
- 7) Communication with families and supervising assistants.

Knowledge, Skills and Abilities:

- 1) Ability to maintain confidentiality of student information
- 2) Trained in first Aid and CPR for school age children
- 3) Trained in playground safety
- 4) Ability to follow written and oral instructions and school age childcare guidelines
- 5) Working knowledge of effective methods of managing, caring and promoting positive behaviors with children.
- 6) Ability to establish and maintain effective working relationships as necessitated by work assignments
- 7) Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- 8) Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

Pay Rate: \$9.75 to \$10.25/hr depending on experience and education