

Bellevue-Santa Fe Charter School

After School Care/KinderCare Group Leader Job Description

Primary Function:

Assists Bellevue-Santa Fe Charter School students develop and strengthen academic, physical and social skills by providing assistance and tutoring to students in the after school program. Incumbents will be responsible for providing academic support for homework; and organizing and providing recreation and/or craft activities. Incumbents will work under the direction of the After School Care Coordinator.

Major Duties and Responsibilities:

- 1. Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, language, spelling, facilitating activities, motor perception programs, colors, number charts, checks homework, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.*
- 2. Attends meetings with site Principal and/or After School Coordinator, after school staff meetings and training opportunities for the purpose of reviewing and coordinating after school activities and learning new instructional techniques.*
- 3. Implements activities for the purpose of improving students' academic, physical and social skills.*
- 4. Maintains classroom furniture and supplies, equipment, work area, students' paperwork (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, emergency cards, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.*
- 5. Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, library, etc.) for the purpose of facilitating school rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment.*
- 6. Performs record keeping and clerical functions (e.g. copying, form preparation, attendance, phone calls, etc.) for the purpose of providing necessary records/materials and helping students succeed.*
- 7. Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.*

Other Duties and Responsibilities:

- 1. Encourage students to apply Growth Mindset practices and help students strive for independence.*
- 2. Maintain a positive environment that is developmentally appropriate to the students being served.*
- 3. Maintain professionalism in ways of attendance/scheduling, dress, and communication with students, staff, and parents/guardians.*
- 4. Work with staff to implement success-oriented routines and procedures.*
- 5. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.*