LAKELAND SCHOOL SYSTEM
Learn. Grow. Lead.

Job Description

Job Title: LEAP Subsitute Staff

Exemption Status: FLSA/Non-Exempt

Reports to: LEAP Site Director and LEAP Manager

Dept./School: Assigned Campus

Minimum Training and Qualifications:

Previous experience working in an after-school program and/or childcare facility

Experience working with elementary aged children desired

Performance Responsibilities:

1. Supervising children and presenting positive role modeling through all interactions with program participants.
2. Keeps confidences, loyalties and practices professionalism.
3. Demonstrates reliability and dependability.
4. Communicates effectively both orally and in writing.
5. Learns, follows and enforces LEAP guidelines related to internal policies.
6. Works in a team environment and encourages open communication regarding concerns/issues with children, parents or co-workers.
7. Communicates with the Site Director as needed.
8. Initiates and maintains positive relationships with school staff including principal, secretaries, custodial staff and teachers of key importance to LEAP.
9. Assists in maintaining the cleanliness of the facilities.
10. Maintains accurate documentation of attendance, absences and emergency information on each child.
11. Complies with all emergency procedures appropriate to the site.
12. Maintains all supplies, equipment and materials; informs Site Director when new/additional supplies are needed.
13. Ensures that all children are respectful of school property; ensures that all school rules are followed.
14. Performs other duties as assigned by the LEAP Site Director or LEAP Manager.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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