

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

LEADER, ACTIVITY -- EXTENDED DAY ENRICHMENT PROGRAM (EDEP)

JOB DESCRIPTION

JOB CODE: 910310 **BARGAINING UNIT ELIGIBILITY:** No
FLSA: Non-Exempt **SALARY SCHEDULE:** Alternate

QUALIFICATIONS:

- (1) High School Diploma or GED; Bachelor's Degree from an approved accredited educational institution, preferred.
- (2) Successful experience working with children, preferred.
- (3) Certification in CPR and First Aid, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Ability to be flexible and perform the job with a minimum amount of supervision. Skill in use of computer applications. General working knowledge of School District. Good organizational skills. Ability to plan and organize. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

REPORTS TO:

Coordinator, On-Site -- Extended Day Enrichment (EDEP)

JOB GOAL

To plan and implement activities and supervision of participants in the Extended Day Enrichment Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Plan and implement activities for participants.
- *(2) Monitor the health, welfare and safety of participants.
- *(3) Assist in constructive supervision and utilization of aides and volunteers.
- *(4) Develop, submit, and implement monthly lesson plans appropriate to the developmental level of participants.
- *(5) Provide assistance to other personnel, as needed.
- *(6) Provide supervision of participants.
- *(7) Adhere to applicable safety standards.
- *(8) Assist with maintaining a clean and orderly environment.
- *(9) Attend all staff meetings and workshops.
- *(10) Be knowledgeable of and adhere to Board policies and department procedures.
- *(11) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.

LEADER, ACTIVITY -- EXTENDED DAY ENRICHMENT PROGRAM (EDEP) (Continued)

- *(13) Demonstrate initiative in the performance of assigned responsibilities.
- *(14) Demonstrate support for the school district and its goals and priorities.
- *(15) Exhibit interpersonal skills to work as an effective team member.
- *(16) Follow attendance, punctuality and proper dress rules.
- *(17) Maintain confidentiality regarding school/workplace matters.
- *(18) Maintain expertise in assigned area.
- *(19) Manage time efficiently.
- *(20) Model and maintain high ethical standards.
- *(21) Participate in cross-training activities, as required.
- *(22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(23) Prepare all required reports and maintain updated and accurate records.
- *(24) Represent the District in a positive and professional manner.
- *(25) Respond to inquiries and concerns in a timely manner.
- (26) Perform other duties as assigned.
- *(27) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 13

Adopted 8/2/11