

KNAPPA SCHOOL DISTRICT

JOB DESCRIPTION

Day Care Lead

DUTIES AND RESPONSIBILITIES:

- Assume responsibility for designing and implementing a developmentally appropriate day care school program for K-6 that includes art projects, homework completion time, outdoor and gym time, socialization, and general recreational activities.
- Ability to learn and consistently apply school and District policies and procedures
- Relate well to children
- Provide a safe learning environment
- Establish and maintain a professional relationship with families
- Ability to keep accurate and timely records
- Demonstrate ability to assess and record student progress
- Supervise large group and small group activities
- Be committed to a continuing program of professional development
- Provide leadership to the school team
- Supervise and guide all classroom assistants
- Facilitate online learning that is planned by a certificated teacher
- Demonstrate and maintain good staff relations
- Demonstrate flexibility

REQUIREMENTS:

- Attend all staff meetings and training sessions
- Treat each child with dignity and respect
- Be punctual and have good attendance

QUALIFICATIONS:

- AA degree in relevant field or equivalent
- Direct experience working with elementary-aged children
- Be a strong role model for elementary aged-children
- Demonstrated ability to consistently interact with staff, students, and parents in a professional and mature manner
- Ability to handle emergency situations appropriately
- Physical agility and stamina
- Required post-hire, pre-start:
 - Current First Aid and CPR certification
 - Current Food Handlers Permit
 - HR training
 - Background Check