

SECTION I: GENERAL INFORMATION

Classification Title: Kid's Connection Instructor	Department: Community Education	Unit: Unaffiliated
Immediate Supervisor: Kids Connection Coordinator	Grade Placement:	FLSA Status: Non-Exempt
<p>Job Summary:</p> <p>Under the direction of the Kids Connection Coordinator, the Kid's Connection Instructor is responsible for implementing age appropriate childcare programming for participants in the Kid's Connection Program. Duties include assisting the Coordinator and Lead Instructors implement program activities; collecting receipts and payments from parents; maintaining attendance records, sign in/or sheets and parent folders; assisting in the step up and cleaning of materials and supplies for projects, activities and/or play; and assists in other duties as required.</p> <p>Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Answers phones and provides information to parents and maintains recorded phone logs and attendance records. Greets parents and children upon arrival and departure. Addresses parent questions and concerns, as appropriate, or refers issues to the Lead Instructor or Coordinator. 2. Opens and closes building. Turns on lights, ensures doors are open, and ensures all doors are locked, equipment and lights turned off at days end. 3. Maintains daily sign in/out attendance parent sheets. Gathers weekly assignments and attendance information/documents and submits documents for billing. 4. Records cash payments and prepares receipts for payment. Maintains payment records and provides copy of all receipts and cash to billing department. 5. Creates new parent folders and ensure current folders are updated and maintained. 6. Assists in managing classroom resources. Assists in equipment maintenance; health and safety monitoring; setting up storage, and rotation of classroom materials. Performs duties to ensure compliance with all relevant health and safety regulations. <ul style="list-style-type: none"> • Promotes and protects the physical well-being of all children. • Assists in setting up materials and supplies. • Provides support in assisting children with creating their daily crafts, puppet shows, science projects, etc. • Assembles materials for gym games or outside activities. • Administers first aid and treatment, as necessary. 7. Assists children in engaging in group play and self-directed activities that are developmentally appropriate. Assists children in developing both problem-solving skills and social awareness. Models strategies for positive peer interactions. 8. Implements planned curriculum alongside the Lead Instructor. Leads large and small group activities, as needed. Keeps informed of department issues, changes, directions or related issues. 9. Performs other duties of a comparable level or type, as required.
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: No prior experience is required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district (i.e. CPR, First Aid, etc.).	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> Monitoring and assisting groups of children engaged in self directed or group activities in accordance with behavioral guidelines, planned curriculum, and rules to assure an appropriate environment and the safety of participants and staff. Applying safety and behavioral rules and guidelines appropriately. Establishing a rapport, relating to and serving as an appropriate role model for children and in communicating appropriately with children, staff and parents. Following program activities, rules, themes, and program guidelines. Informing and advising site personnel of problems or issues concerning safety or behavioral incidents that require the attention of site personnel. Ability to learn, follow and apply department activities, childcare procedures and routines of the program. Customer service orientation and general recordkeeping skills. 	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities									
Physical requirements associated with the position can be best summarized as follows:									
Medium Work:									
Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.									
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some working both indoors and outdoors including wet outdoor conditions.								

SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
Created classification description 4/2016 BCC