

<b>Job Title:</b>	Group Leader Extended Day Learning Centers	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Site Manager Assigned Campus	<b>Pay Grade:</b>	903
<b>Dept/School:</b>	Assigned Campus	<b>Date Revised:</b>	June 6, 2023

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**Primary Purpose:**

Provide supervision and coordinate student activities for the elementary Extended Day Learning Centers program at assigned site.

**Qualifications:****Education/Certification**

High School Diploma/ GED preferred or enrolled in Higher Education from an accredited institution of higher education  
Meet the requirement of a caregiver as described in the *Minimum Standards for School-Age and Before-School and After-School Programs* under the guidelines set forth by the Texas Department of Family and Protective Services [section 744 and/or Section 746) using standard 1015(a)(1)].  
Must be 18 years old or older

**Special Knowledge/Skills:**

- Knowledge of daycare, as well as before and after school program operating procedures and guidelines.
- Knowledge of DFPS Minimum Standards [section 744 or 746 as designated on site licenses]
- Skill in leading group curriculum or student camp activities
- Skill in working with various types of equipment including, but not limited to personal computers, fax machines, printers and multi-lined phone systems.
- Ability to work with computer tools, including but not limited to e-mail, internet, and Microsoft Office Suite programs.
- Ability to work in collaborative team-based environments.

**Experience**

Experience working with school-age children preferred  
Qualified to serve as an Operation Director as described in the *Minimum Standards for School Age and Before-School and After-School Programs* under the guidelines set forth by the Texas Department of Family and Protective Services (DFPS) [section 744 or 746].

**Major Responsibilities and Duties**

1. Serve as a positive role model for students.
2. Serve as a program ambassador to promote the program within the district and the community.
3. Engage children in appropriate games and provide learning activities, according to the program schedule.
4. Lead and maintain proper supervision of a group of children.
5. Stay alert to children's needs and/or concerns as individuals and/or as a group.
6. Keep count of those participating in assigned group/area to ensure safety of the children.
7. Adhere to all program standards, procedures and expectations outlined in district and program handbooks and staff development training.
8. Provide customer service support to children, parents, district staff members, and community members.
9. Appropriately utilize and account for provided resources.
10. Utilize EDLC program documentation to communicate with parents and record positive/negative occurrences in the program.
11. Utilize positive behavior strategies and maintain professionalism in interactions with children, parents, district staff members, and community members.
12. Attend required training and meetings scheduled by site manager or program director.
13. Accept constructive feedback and reflect on job performance. Maintain reliable attendance.

- 14. Maintain reliable attendance.
- 15. Perform other duties as assigned by site manager or program director.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending.  
Irregular work hours. Frequent district wide travel.

**Terms of Employment**

226 days; salary to be established by Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.