



## St Mark Before-School Site Lead Job Description

### Terms of Employment:

- September 5<sup>th</sup>, 2017 May 25<sup>th</sup>, 2018
- Salary \$11 - \$15 per hour depending on experience and education
- Orientation: To be announced
- Regular Program Hours: M – TH 6:45 – 8:30am, F 6:45 – 9:30am (start time will vary based on individual school arrival time)
- Location: Fulton, Audubon, Lincoln, and Marshall
- In accordance with St Mark Youth Enrichment’s Protection and Safety Policy, a criminal record check will be completed on any applicant selected for this position.
- Mandatory Reporter Training required

**Definition:** Under the supervision of the St. Mark Associate Director, before-school site leads are responsible for the general supervision and management of the staff and children in the program. Site leads are responsible for overall supervision, weekly lesson plans, daily paperwork, monthly program meetings with staff, and communication with Education Coordinator, parents and co-workers. Program varies by school and more specific program information will be provided during interviews.

### Duties and Responsibilities

- Plan and implement weekly lesson plans, daily programming under the direction of the Program/Education Coordinators and Associate Director.
- Supervise activities designed to enhance the health, emotional, social, intellectual, and physical development of children enrolled in the program.
- Assign tasks to staff and volunteers daily.
- Coordinate and communicate daily with program partners and work as a team.
- Oversee homework assistance if necessary.
- Ensure the safety of the children in program at all times.
- Enforces all school rules and follows the policies and procedures of St. Mark Youth Enrichment.
- Act as a role model for participating youth including dressing appropriately according to St. Mark Youth Enrichment employee handbook.
- Work as a team with other St Mark staff, program partner staff, and school staff.
- Demonstrate positive and high energy interactions.
- Effectively communicate with students, parents, co-workers, Education Coordinator and Associate Director as needed.
- Resolve student situations – behavioral, first aid, and emotional.
- Show up on-time for program (varies by site, usually 15 minutes before school dismissal).
- Maintain the confidentiality of all participating children, families and co-workers.
- Responsible for ensuring the following is accurately completed daily: attendance.
- Responsible for site cell phone, IPAD, E-Readers, and laptops.

- Responsible for completing and submitting supply requests.
- Responsible for the care of all equipment the children use.
- Maintain professional relationship with the children, parents and co-workers.
- Complete general housekeeping to make sure the area is left clean for the next program/class.
- Treat all children, parents, co-workers and school district staff with dignity and respect.
- Attend all staff development trainings planned by St. Mark Youth Enrichment.
- Meet on a monthly basis with other program site leads and staff.
- Observe and record the behavior of individual children assigned to their care according to St. Mark Youth Enrichment discipline and harassment policies.
- Report problematic behavior to the Associate Director.
- Other duties as requested by the Program/Education Coordinators and/or Associate Director.

**Qualifications:**

- Education or certification around Early Childhood, Elementary Education, reading and/or special education preferred (must be able to create quality lesson plans).
- Experience working with low income populations preferred.
- Experience supervising or leading others.
- Ability to delegate and lead others.
- Ability to demonstrate strong organizational skill.
- Candidates with Pediatric CPR/First Aid certification preferred.
- Candidates with National Career Readiness Certificates preferred.
- At least 2+ years of experience working with children. Experience working with groups of children preferred. (Ex: classrooms, daycare, camp, after school program, childcare, etc.)
- Ability to demonstrate effective and appropriate teaching and discipline styles.
- Ability to adjust teaching methods to meet the needs of students.
- Dependable, reliable work/volunteer history.
- Available to work all days of program.
- Reliable transportation to and from program site.
- Reliable daily communication method – either phone or email.
- Able to commit to full program year.

**To apply for this position, please submit a resume and cover letter to Amanda Avenarius at St. Mark Youth Enrichment, 1201 Locust St, Dubuque, IA 52001 or [aavenarius@stmarkyouthenrichment.org](mailto:aavenarius@stmarkyouthenrichment.org). If you have questions about this position contact Amanda at 582-6211 x105.**