Title: School Age Center (SAC) Group Worker

Grade: 5

Reports To: Youth Program Coordinator (YPC)

FLSA Status: Non-Exempt

Supervises: None

Date Written: 3/12/2013

Date Revised: 9/18/19

POSITION SUMMARY

The SAC Group Leader and System Specialist reports to the YPC and the CYD Department Manager in planning, implementing, and evaluating developmentally appropriate and culturally sensitive school age activities (for children ages 5 to 12) which meet licensing and accreditation standards.

DUTIES AND RESPONSIBILITIES

- Plans, implements, and evaluates developmentally appropriate classroom activities, which meet the intellectual, physical, social, emotional, language, and health needs of school age children. This includes activity plans, daily schedules, room arrangement, and use of materials/methods.

- Complies with all DCFS Licensing regulations appropriate for school age classroom.

- Integrates multi-cultural activities, including the cultural heritage of the children served into the activity plan.

- Maintains a physical environment (room & materials) that is clean, safe, and conducive to children’s learning. Recommends purchasing of equipment & materials.

- Develops a supportive relationship with parents. Participates in regular parent-teacher conferences and appropriate parent meetings.

- Facilitates a team approach. Encourages and supports team’s professional development.

- Participates in self-evaluation and program evaluation.

- Completes student attendance forms and food record forms, and all other forms, as required by funding sources.

- Enter all client efforts and case notes into CASL’s Salesforce database system.

Professional Development & Reflective Practice

- Increases professional knowledge through courses, staff meetings, in-service training, workshops and conferences.
Accepts and uses supervision as part of one’s professional growth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

• 30 semester or 45 quarter hours of coursework or which 6 or 9 quarter hours are related to early childhood education, elementary education, school age child care, or physical recreation.

OR

• A High school diploma and minimum of one year work experience with children/students in a classroom setting.

Skills/Knowledge:

• Fluent spoken and written English.
• Advanced computer skills, e.g. word processing, Excel, internet, etc.
• Basic end-user level understanding and experience with Salesforce is a plus.

Physical Demands:

• Required to frequently sit, walk and stand for extended periods.
• Requires moving, lifting, etc. of objects weighing over 25 pounds.

Environment and Scheduling:

• Works in an office setting and classroom.
• Requires flexible scheduling to alternate office work and classroom duties.

CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.