

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: ACTIVITY LEADER (COMMUNITY EDUCATION)
CALENDAR: [ACTIVITY LEADER](#)
SALARY: [GRADE 10](#)

Job Goal

Coordinating, organizing and monitoring children's activities in the day-to-day operation of the before and after school programs

- High School Diploma or equivalent plus a minimum of 60 academic hours of Early Childhood or Child Development coursework required, CDA credential desired
- Two or more years of experience working in licensed childcare facility
- Satisfactory criminal background check
- The **physical demands** described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions

- Provide opportunities for academic enrichment and recreational activities for students
- Develop and schedule children's daily activity choices and assign the work of team members
- Assist in training, evaluating and supervising site team members
- Coordinate the staffing needs at the site, including substitute staff when required
- Prepare, maintain and assure compliance of all documentation required by the Department of Health Services
- Order and purchase program equipment and supplies in accordance with established budget procedures
- Alert the director/supervisor to any problem or special information about a student
- Communicate with parents on student's progress, issues and outcomes
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Make the wellbeing of students the fundamental value in all decision making
- Establish and maintain cooperative working relationships
- Enrolling in a minimum of 12 contact hours of Early Childhood in-service each year
- Accept responsibility for students wellbeing and safety while they are in employee's care
- Be alert to and report the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner