



Job Description

School Age Child Care Center Program Leader

The important role of a Program Leader at ASEP

ASEP's Program Leader is essential to the everyday success of ASEP as an organization and program.

The responsibilities of a Program Leader include leading and supervising ASEP K-5th grade students in a classroom setting and on the playground. This position requires curriculum building, facilitating both in doors and outdoor activities, implementing developmentally appropriate classroom management procedures and vigilantly supervising ASEP students at all times.

The ideal Program Leader will take initiative, offer creative solutions and assist in the efficient and timely execution of all daily activities and procedures. They will be emphatic, flexible and task orientated. They will also seize opportunities to take leadership of their group's safety, planning captivating activities, and proactively communicating concerns to Program Managers.

Reports to:

Site Coordinator and Site Assistant Coordinator

Duties of a Program Leader

- Be highly alert, focused and take proactive, preventative measures to keep all students safe.
- Plan and implement theme based lesson plans.
- Develop and maintain positive teacher-students and peer relationships
- Generate and implement classroom management procedures for all activities and transitions
- Use classroom management strategies such as attention getters, proximity and directness, and praise in public and criticize in private
- Be an active participant in group, staff and professional development meetings and provide innovative ideas to the organization
- Take initiative to complete tasks such as (but not limited to)
 - Organize and clean group's supply and storage area
 - Conduct accurate daily attendance and monitor sign-in sheet
 - Address behavior concerns in classroom and on the yard
- Maintain day-school classrooms clean, organized and adhere to classroom rules set by day-school.
- Communicate, with a respectful and positive attitude, with ASEP Team, Parents/Guardians, Day-School Staff and other Community members.

- Proactively grasp and communicate concerns to appropriate party.
- Maintain and adhere to COVID-19 Regulations

Skills

- Demonstrate maturity when dealing with children and sensitive issues
- Keep calm and collective even during frustrating situations
- Is organized, task orientated and meets deadlines
- Is skillful in time management and is very punctual
- Is flexible and can “think on his or her feet” to find solutions to unexpected problems
- Is interested in investing time and effort in order to grow with the organization
- Is interested in building positive and professional relationships with co-workers and managers.
- Has a sense of humor

Minimum Qualifications

- Ideal candidates have a background in education with a A.A or A.S or at least 48 education units.
- At least 50 hours working in a child care setting under the direction of a Child Care Center Director.
- Interest in working with children.
- Ability to work independently and on a team.
- Ability to work with children in a positive and caring manner.
- Must be at least 18 years of age.
- Fingerprint and Department of Justice clearance.
- TB clearance
- COVID -19 Vaccinated/ Qualifying Exemption

Benefits: This position is less than 30 hours and is not eligible for benefits.