

World Learner School

Job Description: Kids Club School Program Supervisor



Definition: The Kids Club School Program Supervisor oversees the day care program offered at WLS before and/or after school.

Qualifications: Experience working with children of a similar age to the children in the Kids Club School Care Program.

Reporting: The Kids Club School Program Supervisor reports to the Principal. This Job Description presumes an administrative orientation to WLS, and training for the job of Kids Club School Program Supervisor conducted by the Principal. On-going supervision of the Kids Club School Program Supervisor's work will be conducted by the Principal.

Responsibilities:

General

- To competently perform tasks assigned by WLS administration;
- To arrive on time, be present throughout all contracted hours, and be devoted to work during contracted hours;
- To handle children's questions and conflicts in a manner consistent with the school's philosophy;
- To perform tasks with the children in a competent manner;
- To learn new concepts and skills for new tasks in an appropriate time frame;
- To cooperate cordially with administration and staff in the school as a whole;
- To act in a professional and positive manner in the school and at all school functions, and in any environment where staff or school families might be present;
- To serve as a model of grace and courtesy for the children and colleagues;
- To serve as a model of an inquisitive learner who can excite the children's interest in learning.

Specific to Before/After School Program

- Review roster of children registered to attend the Kids Club School Program, and investigate discrepancies;
- Prepare a comfortable environment for the Kids Club School Program, in general and on a daily basis;
- Work with the children to maintain an organized and comfortable environment;
- Report behavior and injury incidents to administration as per school policy;
- Manage conflicts between students in a patient, firm, helpful manner;
- Work with children to plan activities;
- Report issues such as too-early arrival and too-late pickup by parents to administration in a timely way;
- Organize and maintain supplies, equipment, and snacks specific to the Kids Club School Program.
- Be familiar with and implement school policies and rules regarding the Kids Club School Program environment, the playground, hallways, etc.

- Inform administration of program needs, opportunities for improvement, and issues in a timely way.
- Keep clear records and awareness of the presence and departure of children at all times;
- Communicate clearly with parents, to let them in via the telephone system when they arrive to pick up their child; the location of the group via written signs when the group is not in the BASP environment (such as outside on the playground).