



# Job Description: Assistant Group Leader

**Reports to:** Group Leader

**FLSA Classification:** Non-Exempt

**Job Description:** The Assistant Group Leader assists the Group Leader in creating an inviting, stimulating, and safe learning environment. A strong relationship between the Assistant Group Leader and the Group Leader is vital to the success of the program. As a school-age professional, each Assistant Group Leader is expected to contribute to a working environment that is friendly, respectful, open and honest. ASC staff work together to share ideas and to develop joint projects and activities. Within the group, the Assistant Group Leader assists in providing quality care for children and in communicating with families.

## Essential Functions

### 1. Classroom or Child-Centered Responsibilities:

- *Educational Activities:* Assist in all aspects of program planning, implementation, and evaluation in the classroom within the guidelines of the center's philosophy, developmentally appropriate practices, standards for Accreditation and Environmental Rating Scales, and Department of Public Welfare (DPW) regulations.
- *Lesson Planning:* Prepare detailed lesson plans for each club cycle with an appropriate balance of independent and teacher-directed activities, a broad range of experiences, and frequent opportunities for children to make choices about what they do. Assure that materials and equipment are available to support planned activities.
- *Physical Environment:* Assist in creating a physical space that maximizes independence of children, provides a safe and stimulating environment, enables effective use of space, and provides an attractive and welcoming environment by:
  - ✧ Organizing classroom space in a functional, clean, neat and attractive way that encourages children to use materials as independently as is appropriate
  - ✧ Labeling spaces and materials so that it is clear to children and adults in the room where things belong
  - ✧ Displaying children's work in a way that is attractive and informative to visitors and promotes children's self-esteem
  - ✧ Alerting Program Director to any concerns about cleanliness, needed repairs, or safety.
- *Child Assessment:* Assist with written developmental assessments for each child in the group at least twice annually.
- *Health, Safety & Nutrition:* Enforce safety rules, intervene when children may injure themselves or others, and promptly complete an incident report in the event of an injury involving children or staff. Practice infection control principles (proper hand-washing, cleaning and sanitizing toys, tables, etc.). Assist with planning and preparing nutritious snacks and consult with families to promote children's health and nutrition.

### 2. Team-Centered Responsibilities:

- *Team meetings:* Participate in regular group meetings, at least monthly, for the purpose of discussing the needs of individual children, lesson planning, program evaluation and problem-solving.
- *Classroom coverage:* Ensure that staff:child ratios follow DPW guidelines and, if not, inform the scheduler and/or Program Director. Remain on duty if necessary to assure recommended staff:child ratios, even if beyond scheduled shift.

- *Record keeping:* Assist with record-keeping activities required of the classroom and ensure the completion of anecdotal records, physical observation, developmental observations and reports, and any other required PIC, DPW, Keystone Stars or other reports in a timely fashion.

### **3. Organization-Centered Responsibilities:**

- *Center-wide Events:* Promote center-wide activities among families.
- *Room Parents:* Support the Room Parent system by identifying volunteers and working with room parents to promote networking among families and organize classroom meetings and social activities.
- *Parent Participation Program (PPP):* Encourage families to volunteer and identify opportunities for PPP within the classroom and throughout the center.
- *Communication:* Stay abreast of what's happening in the center and keep families informed with updated bulletin boards, current lesson plan, important notices, etc. Be aware of policy, guidelines or other changes by reviewing items on bulletin board and or distributed in mailboxes or via e-mail. Ensure that other members of the team are informed of changes or important information.

### **Additional Skills**

- Ability to be flexible in scheduling to meet the needs of the overall program
- Excellent communication skills, verbal and written
- Honesty, integrity and commitment to confidentiality
- Imagination and sense of humor
- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos).

### **Qualifications**

- AA or two years of college in a related field (ie., education, child development, recreation, family social sciences) and one years' experience working with children in group care.
  - Candidates with unrelated college equivalent must have one years' experience and 3 credits (45 hours) post-secondary coursework in child and youth development.
  - Candidates with HS Diploma or equivalent must have two years' experience and obtain three credits in child and youth development and three credits in other areas related to after school programming.
- Education and experience requirements must meet the current applicable regulations for DPW, SACCA and Keystone Stars.
- Knowledge of DPW regulations; Keystone Stars level 4 standards; PA Early Childhood Standards; Council on Accreditation criteria. If not knowledgeable, willingness to learn these standards is required.

### **Professional Development**

- *PDR.* Each ASC employee is required to obtain 15 hours of professional development per calendar year and maintain a Professional Development Record with annual goals.
- *Staff meetings:* Attend staff meetings as required.
- *Workshops and/or Educational Courses:* Attend workshops or courses as requested or required. Share information from these workshops with other members of the classroom team.
- *First aid/CPR:* Complete pediatric first aid training every three years.

### **Physical Requirements and Work Environment**

- Be able to lift children up to 50 pounds.

- Be able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.
- Be able to walk up and down steps several times each day.
- Be able to physically respond quickly in an emergency.
- Be actively engaged and involved with children each day; including planning daily outdoor time in all ranges of temperatures or humidity levels, subject to safety guidelines.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.
- Be able to travel to various locations for field trips or outings. On these occasions, public transportation or other acceptable modes of transportation may be employed.

**Declaration:** The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to an Assistant Group Leader and should not be interpreted as such.

**Philosophy:** *The Parent-Infant Center supports parenting by enabling children to grow and learn in a safe, stimulating, loving environment.*

We believe that a high quality early childhood program promotes the physical, social, emotional, and cognitive development of young children while also responding to the needs of families. We encourage children to develop at their own pace and we are committed to making each child feel valued and special. We hope our children will grow to believe that they can make the world a better place.

**Acknowledgment:** I acknowledge that I have read and understand the requirements of this job description, that I have reviewed the center's philosophy, and I agree to abide by them.

**Employee's Signature** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Revised August 2009*