

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services  
for children, families and communities

## Job Description

<b>Position:</b>	Assistant Group Leader
<b>Program:</b>	School Age Connections
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Site Supervisor, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	To assist in providing an enriching and engaging environment for students, in order to give parents peace of mind to pursue work or school
<b>Educational Requirements:</b>	High school diploma or GED
<b>Experiential Requirements:</b>	Must be 18 years of age
<b>Additional Training required</b>	Fulfill all training requirements set forth by WVDHHR licensing regulations and Individualized Staff Development Plan
<b>Driver's License, Liability Insurance and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications/Tests/Licenses:</b>	Pre-employment drug screening STARS certification first aid/CPR certification physical examination TB test Food Handlers certification Criminal Background check CPS records check Child Abuse Recognition training
<b>Provisional Employment Period</b>	3 Months

<b>Capabilities/Skills:</b>
Able to lift/move various classroom furniture (tables, chairs, etc.)
Able to physically remove a child, aged 5-12, from an emergency situation
Possess satisfactory verbal and written communication skills
Must be reliable, responsible, and dependable
Must be flexible and able to fill in where needed and adapt to different environments
Work collaboratively as an effective part of a team
Demonstrate at all times, professionalism and maintain confidentiality
Display compassion and understanding in dealing with children and families
Understand the dynamics of children in a mixed age setting

**Essential Responsibilities:**

**General**

Adhere to NAEYC Code of Ethics

Know, follow, and promote agency and program mission statements and philosophies

Know, follow, and stay current of any changes to agency and program policies and procedures

Promote unity and teamwork within the agency and the program

Attend and participate in monthly staff meetings

Participate in and complete all required trainings, classes, and certifications

Maintain and submit accurate timesheets for Site Supervisor's approval

Report any/all relevant information and/or concerns to the Site Supervisor in a timely manner

**Program**

Supervise children in all aspects of the program

Interact appropriately with each child 1-on-1 as well as in groups

Assist in executing daily lesson plans and activities

Serve snack

Maintain all necessary reports, forms, logs, and paperwork accurately, on time, and with attention to detail

Distribute all information/materials to families

Maintain a clean and attractive space

Communicate effectively with staff, families, and children

Other duties as assigned by Site Supervisor or Executive Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date