

LATCHKEY PROGRAM SUPERVISOR

REPORTS TO: Building Principal

QUALIFICATIONS: Certified or Non-Certified Personnel

- 60 college credit hours preferred
- Minimum of 30 college credit hours or paraprofessional certification required.

JOB GOAL: To provide adult-supervised after-school activities that are fun and educational.

PERFORMANCE RESPONSIBILITIES:

1. Plan and supervise daily Latchkey Program.
2. Maintain a structured, yet flexible environment for children.
3. Keep records on student attendance, payment and collection of fees, child release procedures, and other required forms.
4. Provide for the safety and well-being of students.
5. Keep Building Principal informed of program schedules, activities, and problems.
6. Serve daily snack.
7. Follow building discipline guidelines.
8. Keep parents informed of special conditions affecting children and how parents can be helpful in the program.
9. Work with individual or small groups of students. (homework, crafts, etc...)
10. Assist with group activities or crafts.
11. Administer first aid to students if necessary.
12. Assist student with homework in all subject areas.
13. Respond to any injury or accident that may occur in Latchkey.
14. Agrees to follow and uphold state, local, and school policies.
15. Perform such other related duties as requested by the Building Principal

JOB DESCRIPTION:

Complete assignments in all areas of the Latchkey program as instructed by the building principal. These areas shall include but are not limited to:

1. Read to students, listen as students read, and participate in other forms of oral communication with students.
2. Monitor students at all times.
3. Give detailed instructions for craft projects or other activities.
4. Making sure the homework area has appropriate supplies and is quiet during that time.
5. Clean up of craft or snack time (washing table, put supplies away, etc...). All supplies should be put away by the time you leave.

Reports to the building principal.