

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

TITLE:	LATCHKEY-Group Leader
QUALIFICATIONS:	<ol style="list-style-type: none">1. High school diploma; 60 college credits in education or related field, Substitute Certificate or teaching certificate required2. Minimum experience as determined by the Board of Education3. Knowledge of child growth and development and ability to plan and assist with instructional activities4. Good oral and written communication skills5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Latchkey Lead Teacher or Teacher in Charge
SUPERVISES:	Provides supervision of latchkey activities under the direction and supervision of the latchkey lead teacher, building principal, or other designated certified personnel.
JOB GOAL:	To promote the achievement of students' educational goals and learning objectives by providing supplemental educational activities and maintaining safety of the program.

PERFORMANCE RESPONSIBILITIES:

1. Arrives to work at scheduled time daily
2. Maintains a clean and appropriate appearance
3. Wears clothing and shoes appropriate for moving and playing outside and inside with children
4. Maintains a clean and safe environment for latchkey students
5. Supervises and interacts with all latchkey students in order to form a positive relationship
6. Assists with First Aid and CPR as needed and trained
7. Documents all parent communication and injuries/incidents
8. Plans activities, games, and crafts to be completed based on season/holiday/theme
9. Provides assistance and tutoring/homework help
10. Assists with effective behavior management
11. Works with individual students or small groups during preplanned activities
12. Interacts with students during outdoor or indoor gross motor play
13. Interacts with students during indoor games and activities
14. Operates and cares for equipment used in the latchkey program
15. Maintains proper and appropriate parent communication
16. Guides students during homework time
17. Performs clerical duties related to the program including attendance reporting, copying, distribution and return of notices home
18. Helps very young children with snack time routine and clothing/toileting activities

- 19. Participates in professional development training as assigned
- 20. Attends monthly staff meetings
- 21. Maintains proper and helpful communication between other staff members
- 22. Performs other related duties as assigned

TERMS OF EMPLOYMENT:

Salary and work year as defined by contract and the board of education

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy in evaluation on non-certified staff. Evaluation completed by Latchkey Lead Teacher.

Approved By: _____ Date: _____

Revised: _____

Legal References:

N.J.S.A 18A:6-7.1 CRIMINAL HISTORY RECORD

N.J.S.A. 18A:16-1 OFFICERS AND EMPLOYEES

N.J.S.S.18A:16 -2 PHYSICAL EXAMINATIONS; REQUIREMENT

N.J.A.C. 6:3-4A-4 REQUIREMENTS OF PHYSICAL EXAMINATIONS