

# New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



**District Office**  
306 Ash Avenue South  
New Richland, MN 56072  
(507)465-3206  
Fax (507)465-8633  
Dale Carlson, Superintendent

**Secondary School**  
306 Ash Avenue South  
New Richland, MN 56072  
(507)465-3205  
Fax (507)465-8633  
David Bunn, Principal

**Elementary School**  
600 School Street  
Ellendale, MN 56026  
(507)684-3181  
Fax (507)684-2108  
Douglas Anderson, Principal

*Empowering students with knowledge and skills to succeed*

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## Our Mission

Empowering students with knowledge and skills to succeed.

## Our Vision

To be the school district of choice, inspiring excellence in academics, arts, and activities.

## School Age Care Lead

**Position Type:** School Age Care Lead  
**Date Posted:** August 5<sup>th</sup>, 2021  
**Location:** NRHEG Secondary  
**FTE:** 0.25 - 0.6 (2-5 hours per day, as assigned)  
**Date Available:** 21-22 school year  
**Closing Date:** Open until filled

### Position Information

NRHEG Community Education has openings for their School Age Child-Care Program (2-6 hours per day or as assigned) for the 2021-2022 school year. The position will focus on supervising children (ages preschool-5<sup>th</sup> grade) before and after school hours. Individuals must be skillful in working with young children, have good communication and organizational skills, have respect, consideration, and enjoy working with children.

An online application may be found at (<https://www.nrheg.k12.mn.us/Page/3446>). Please contact Macy Whiteside if you have additional questions.

Macy Whiteside, Director of Community Education  
mwhiteside@nrheg.k12.mn.us  
507-417-2667

### **Qualifications for Leads, Aides, and Paraprofessionals:**

1. Must have patience and concern for the proper care of children.
2. Must demonstrate the ability to work well with children, have good communication skills, show respect, consideration, warmth and affection to each child.
3. Good Communication and organizational skills – dependable, prompt, flexible and aware of child development
4. Good human relations skills in dealing with a wide variety of people.

5. Demonstrated ability to work well with others, maintain confidentiality and provide positive customer service.
6. Demonstrated skill in relating to and assisting children.
7. First Aid and CPR training required of leads and most summer staff.

**Additional Qualifications for Leads:**

1. Be at least 18 years of age.
2. Have a high school degree or equivalent education.
3. A degree in early childhood education, child development, or a child related field is preferred.
4. 4+ years of experience working with children in a daycare setting or child-related field preferred.
5. Be CPR, First Aid, and Blood Borne Pathogen certified or have the ability to obtain certification shortly after hire.
6. Be mentally and physically capable of caring for a large group of children alone in a classroom
7. Possess a strong work ethic, be punctual, and have minimal absences.
8. Have an awareness of the unique needs of young children and have appropriate expectations of their abilities.
9. Be able to kneel, bend, squat, lift, push, pull, and carry children up to 60 lbs.
10. Have dependable transportation.

**Physical Requirements:**

1. Position requires: stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing and seeing. Exerting up to 60 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Essential Responsibilities:** (Specific position assignment may vary)

1. Supervise students assigned to your care at all times.
2. Address behavioral concerns appropriately & promptly.
3. Greet and communicate with parents when they are at the program
4. Maintain confidentiality of student information
5. Record accurate attendance.
6. Prepare materials needed for activity
7. Assist students in maintaining proper hygiene
8. Follow department procedures for incidents and accidents
9. Perform general cleaning tasks as assigned.
10. Attend and participate in assigned staff and department meetings.
11. Perform other duties as assigned.

**Job Descriptions:**

Duties during the school year and summer may include any or all of the following:

1. Direct supervision of children. You need to be acutely observant. You should always be alert to where children are and what they are doing. As explained in the staff handbook, children must be supervised at ALL times.
2. Devote full attention to children during working hours. Avoid unnecessarily chatting with coworkers unless child related.
3. Support and participate in activities planned during working hours.
4. Establish confidentiality between staff members during negative events with child or parent.
5. Arrive at your designated time and be ready to work.
6. Greet children in a friendly and pleasant manner, and show enthusiasm on the job.
7. Remain calm and use good judgment in tense situations.
8. Keep your time card up-to-date and properly filled out.

9. Take responsibility for the care of the equipment.

10. "Respect" is the foremost word at NRHEG SAC. This respect is expected to pertain to all staff, parents, and children.

11. "Flexibility" is another key word to working at SAC. The job description changes with the needs of the children or the day!

*Additional duties required for the Aide positions:*

1. Help with preparation and clean-up of all rooms and facilities used by the program.

2. Act as an aide to the lead teacher. Your lead teacher will inform you of day's plan and any specific duties that may be assigned to you.

3. You may be assigned a specific group of children to supervise or address behavioral concerns with, or you may be asked to "float" between groups.

4. You may be asked to prepare, serve, or cleanup after a snack is served.

5. You may be asked to help prepare a project or with the supervision of the project.

*Additional duties required for the Paraprofessional positions:*

1. Assist in the educational and social development of students under the direction and guidance of the lead teacher, supervisor, or CE Director.

2. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.

3. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.

4. Assist in the implementation of Individual Education Plans for the student and monitor their progress if needed.

5. Help act as an aide to the lead teacher. Your lead teacher will inform you of the day's plan and any specific duties that may be assigned to you.

*Additional duties required for the Preschool-5th Lead position (also including all duties listed above):*

1. Inform your aide & paras of the day's plan and any specific duties that may be assigned to them.

2. Supervision of Aides & Paras in all aspects of the program.

3. Planning day-to-day activities/crafts/games for children during the school year.

4. Implementation of preplanned curriculum and activities given to you by the Community Education Director and Supervisor.

5. Daily updates to the CE Director/supervisor regarding children, parents, problems, concerns or other important information.

6. Preparation of SAC areas before arrival of staff/children (opening) and / or evening closure of SAC areas after staff/children depart for the day.

7. Assistance with calculation of weekly hours for billing purposes.

8. Additional training requirements and workshops will be assigned yearly in the areas of child development, supervision, customer service, etc.