

PROGRAM LEADER  
(CREATIVE LEARNING CENTER)

GENERAL STATEMENT OF DUTIES: Conducts the on-site activities of the Creative Learning Center after school enrichment program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Program Coordinator, incumbents of this class are responsible for the daily operations and activities of a Creative Learning Center site. The incumbent is responsible for the design, development and conduct of program activities (i.e., arts and crafts, cultural awareness activities, games, dramatics) which are age appropriate for children in this K-6 after school enrichment program. Incumbent oversees the work of Program Aides and volunteers.

EXAMPLES OF WORK: (Illustrative Only)

Assists children with homework assignments and/or ensures that homework assignments are completed;

Plans and implements program curriculum including activities involving math, reading and language skills, as well as cultural enrichment programming;

Selects and implements a variety of activities for Creative Learning Center participants;

Encourages children to participate in activity selections;

Motivates children to explore new interests, develop and nurture positive group interaction;

Provides guidance to Program Aides in their interaction with children;

Attends scheduled staff meetings;

Provides Program Coordinator with list of supplies, equipment, snacks needed;

Ensures that program participants complete attendance sheet;

Maintains time sheet for Program Aides;

Meets with parents, as needed, to discuss progress of their children;

Keeps Program Coordinator informed of all relevant information pertaining to program and enrollees.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of program activities (i.e., arts and crafts, music, science, games) for children; skill in instructing and directing children in various activities; ability to work well with children; ability to provide an enriching environment for children; ability to interact, positively, and develop a good rapport with children; ability to lead and direct others in the conduct of group activities; dependability; creativeness; resourcefulness; flexibility; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) possession of current teacher certification; or (b) one year of experience as an elementary school teacher; or (c) possession of a Bachelor's Degree in the field of education; or (c) a work experience that would indicate an ability to satisfactorily perform the duties of the position.