

PROGRAM LEADER - POOLED (Job ID: 29603)

Job Title: Program Leader

Department: Department of Extended Learning and Community Schools

Location: Discovery Link Sites

Area: Throughout Denver area

Job Type: Monday - Friday; Part-Time

Hours: 6:15AM - 8 AM or 9 AM and 2:30 PM or 3 PM - 6 PM

Salary Range: \$12.60- \$14.60/hr based upon education and experience

Highlights: Paid Professional Development trainings, benefits available for those working 20+ hrs/wk, free enrollment for your child while employed with the department

Essential Functions and Objectives:

To provide a safe and learning environment for children, nurture a positive work environment that conduct students to the optimal growth and development. To interpret the philosophy of Denver Public Schools to faculty, staff, parents, visitors and the community. To ensure compliance of School District and Colorado Department of Human Services polices.

- Ensures that Colorado Department of Human Services Rules and Regulations are in compliance
- Maintain and facilitate open communication with parents, staff and students
- Interact positively with parents and refer questions and concerns to the Supervisor when needed and appropriate.
- Maintain a punctual, reliable schedule during program hours.
- Follow staff conduct guidelines outlined in the staff handbook.
- Perform facility maintenance and housekeeping duties as assigned and needed.
- Follow the general daily schedule for the program.
- Maintain appropriate standards for children's behavior following the discipline guidelines as outlined in the staff handbook; use the discipline log when necessary.
- Maintain the accident log and complete accident reports, with assistance from the supervisor, as required by Denver Public Schools and or child care licensing.
- Maintain licensing ratio for staff to child.
- Provide careful supervision of play areas to ensure children's safety.
- Assist in planning program curriculum.
- Attend all orientations, trainings and staff meetings.
- Other duties as assigned.

Licensure & Certification:

- Verifiable education and training in working with children.
- Be able to provide proof or obtain CPR, First Aide, Universal Precautions and Medication Administration certifications.

Education & Experience:

- HS Diploma or Equivalent.
- Must be at least 18 years of age and demonstrate an ability to work with children.
- Must have at least three (3) months (455 hours) of full-time or equivalent part-time satisfactory and verifiable experience with school-age children.