

Kinnikinnick CCSD No. 131

Vacancy Notice

August 1, 2019

Position: Kinnikinnick Kids Care Support Staff

Minimum

Qualifications: 16 years of age or older
Must be available to work M-F 2:00-5:45 PM

Application Deadline: Until filled

Application Requirements

Submit letter of interest and completed application form to:

Keli Freedlund, Superintendent
Kinnikinnick CCSD No. 131
5410 Pine Lane
Roscoe, Illinois 61073 Phone:
815.623.2837
Fax: 815.623.9285

Kinnikinnick Community Consolidated Schools District No 131

Job Description

Kinnikinnick Kids Care Support Staff

TITLE: Kinnikinnick Kids Care Support Staff

QUALIFICATIONS:

- 16 years of age or older
- First Aid and Cardiopulmonary Resuscitation certified or able to complete within 30 days of hire.
- Experience working with children grades K-5 preferred

REPORTS TO: Kinnikinnick Kids Care Supervisor

POSITION SUMMARY: Kinnikinnick Kids Care Support Staff will work closely with the Kinnikinnick Kids Care Supervisor to help implement the daily programming and overall safety for the program participants in the Kinnikinnick Kids Care Program. Support staff will participate in all daily activities.

PERFORMANCE RESPONSIBILITIES:

- Recognize, understand and demonstrate Kinnikinnick Kids Care is an extension of the Kinnikinnick School District. As such, the Program and all its aspects will reflect directly back onto the School District and its employees.
- Develop and maintain effective relationships with families and all school personnel.
- Maintain and practice excellent communication skills with parents/guardians, school personnel and with the Kinnikinnick Kids Care Supervisor.
- Help with attendance and sign in/out procedures.
- Incorporate the Kinnikinnick School District's School Pledge to be honest, self-disciplined, responsible, and respectful, to persevere, be compassionate and to be a leader into all aspects of the Program.
- Represent Kinnikinnick Kids Care as a positive asset to the community.
- Follow all School Safety Procedures and pertinent Board Policies. Ensure such procedures and policies are being followed in the Kinnikinnick Kids Care Program.
- Follow all USDA snack guidelines.
- Work with the Kinnikinnick Kids Care Supervisor to help create and implement a high quality Child Care Program. One that will have a high impact on a child's life, a good reputation in the community and is attractive to newcomers.
- Work closely with other staff members to present a unified team.
- Keep the Program areas presentable with appropriate aesthetics, storage, supplies, equipment, etc.
- Create a positive environment for program participants, parents/guardians and other staff.
- Work with the Kinnikinnick Kids Care Supervisor to practice positive behavior techniques.
- Demonstrate and convey to others through actions and words an understanding that as a Kinnikinnick School District employee, there is a common goal of achieving the District's Mission, Vision and Values.

- Using good, sound judgment, responsibly and effectively handle all emergencies and incidents that may occur. In a timely manner, notify proper authorities of incidents and emergencies.
- Perform any additional responsibilities as need arises.

TERMS OF EMPLOYMENT: 2019-2020 School Year

EVALUATION: Performance of this job will be evaluated on an ongoing basis by the Kinnikinnick Kids Care Supervisor. An initial 30 day performance based conditional hiring may be enacted.