



*Quality Care for Children in Your Community*

## **GROUP LEADER JOB DESCRIPTION**

**2021-2022**

### **TITLE: CHILD CARE GROUP LEADER**

#### **REPORTS TO: Director**

**JOB GOAL:** To provide children with a safe, fun, nurturing environment where they can have their individual needs met. To promote the philosophies of the program and follow through on the procedures to maintain age appropriate activities. To collaborate with community partners to ensure the culture of the childcare community is respected.

### **ENTRY REQUIREMENTS**

- A. Must be at least 17 years of age.
- B. Must have a high school diploma or equivalent or be attending high school or be enrolled in a GED preparation program.
- C. Must have had some training/education in early childhood education/recreation or worked in a licensed facility for at least 6 months.
- D. Must have the ability and willingness to comply with all applicable laws and regulations.
- E. Must have the ability to provide safe and compassionate services.
- F. Must have a history of honest and lawful conduct.
- G. Must be able to provide positive leadership and stability for program continuity.
- H. Ability to speak and write in a professional manner, relate to a variety of people, particularly children and must possess good organizational skills.
- I. Assume responsibility for supervising children always. Assist in training of staff and volunteers when asked by Administrator/Programs Director.

### **JOB RESPONSIBILITIES**

#### **SUPERVISION**

Is supervised by the Director. Assists as follows:

Provide strength-based developmental supervision and play activities as requested by the Director as follows by:

- ✓ Participating with children in all group activities in the gym and during outside recess. This means walking around, always supervising children. This does not mean chatting with other caregivers unnecessarily. Also, no sitting in the gym unless you're resting from participating. You are required to lead activities, join in and watch children for safety concerns.
- ✓ Enforcing safety rules in all areas. Be alert and notice things happening in
- ✓ all areas of play: gym, outside, childcare room, hallways, bathroom areas, library and the commons/cafeteria. Notice children's play. Is it too rough? Is it safe? Is there something else the children could be playing?

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- ✓ Clipboards are provided to staff and are always to be carried to record attendance, changes in children's schedules, allergies, illnesses, accidents, behavioral issues and special instructions for children. Carry two-way radios to communicate with all other staff during program hours.
- ✓ Intervening when necessary if children are likely to injure themselves or others. It is important for children to make positive choices by themselves without interruption from caregivers.
- ✓ Stay away from having disagreements with children about their behaviors or their actions. You are here as a role model and to model good conflict resolution skills.
- ✓ Making sure the children remain in your sight; do a head count before and after each transition, especially outside transitions. Be aware of children's whereabouts always, and report children's unexcused absences immediately to the Director. Keep your eye on children who are transitioning in areas where there is low visibility; like between the library, gym and outdoor playground.
- ✓ Sharing children's day with families and talking openly about their plan for appropriate behavior. Communicate concerns, such as social, emotional, and general health, about individual children to the Director appropriate and in a timely manner. Respect and respond competently to the culture, traditions, lifestyle, language and values of each family. Always model professionalism and best practices when working with children and families. Encourage family participation in extra-curricular activities such as potluck dinners, fundraisers and special events.
- ✓ Communication regarding difficult individual child behavior or any concerns voiced by parents is extremely important. Write incidents that are noteworthy in the communication Log Book and on running record forms. If you are not sure if the incident is noteworthy, please ask, or just complete a form. Also, refer to the parent handbook for the discipline policy. Making sure the children have a fun, safe time here at the program is key. It is not necessary to report to parents every time their child has had a difficult day. If the issue isn't life threatening or safety isn't jeopardized, then taking care of it at childcare should be enough. Also, keep personal questions to parents to a minimum. It is unprofessional to probe into the lives of our families unless it is helpful for their family while in our care. Try to touch base with parents daily with positive experiences.
- ✓ Practicing a proactive approach and using initiative to reduce potential problems and conflicts with children is important. Facilitate conflict resolution and carry out guidance that preserves self-esteem in all children. Maintain appropriate tone of voice at all times even when children seem especially noisy or excitable. Use reflective listening skills, and appropriate verbal and non-verbal messages to children.
- ✓ Supervising High School Assistants or any volunteers as requested.
- ✓ Adhering to NAA Code of Ethics found in the Personnel Manual. Adhere to all program personnel policies.



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## **HEALTH AND SAFETY**

1. Assisting the children in self-care activities, which include hand washing, helping children clean up after themselves and assisting children with their belongings so that items will not become lost.
2. Orienting new children to the program and be sensitive to their needs. It is good practice to “buddy up” the new child with a child who has been at the program for some time. Be aware and sensitive to children who are new to the program by taking necessary steps to familiarize children with their surroundings.
3. Communication between staff is essential when group leaders are separated. Please remember to bring the two-way radios and the safety packs to all areas with you. Child Care Group Leaders will make reasonable accommodations for special needs children. Make sure you record any anecdotal notes on your clipboard and mark families pick up time daily. Transfer these pick-up times to the master binder at the end of the day.
4. Paying close attention to children who complain of being ill. The Director will call parents if the need arises. The group leaders will confer with the Director to decide what action will apply. In their absence the Sr. Group Leader will call. If you are ever in doubt, call the parents to notify them and let them make the decision as to whether their child needs to be picked up or not.
5. When accidents occur where there is an excess of body fluids present, protect yourself first by using non-latex gloves. When blood or body fluids need to be disposed of, place items in a plastic bag before throwing away. This will ensure that blood has been contained and will not contaminate anyone. For scrapes and cuts, do not administer any creams or lotions to the affected area due to possible allergic reactions.
6. Know the fire procedures for the program. Assist in the supervision of required drills that are held during your shift. Please document in appropriate fire drill book.

## **GENERAL**

1. Assist in the preparation, maintenance and inventory of program materials and equipment. This includes outside toys, gym toys, art and craft supplies, and all materials related to the program. This also includes items that are used in the kitchen area.
2. Plan and prepare bulletin boards, focus areas (see below), parent information area, and refrigerator/microwave cleaning. You will be placed on a rotating schedule at the beginning of each new school year for these activities. Please include the children’s artwork for bulletin board projects.
3. Assist with snack preparations and clean up for AM and PM snack times. Make sure children have gone to the bathroom and washed up before and after snack. The school kitchen staff will prepare snacks each day. Follow through on parents’ wishes for any restrictions on what children may/may not eat due to allergic reactions. Staff members are encouraged and asked to eat snack with the children, sitting at their table, eating what the children eat. Please do not eat after snack time is over. Staff should be done eating before children are done to better prepare for the next transition. Staff should eat only one adult

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portion of snack. Snacks from home are fine. Remember to model good eating practices and appropriate use of all kitchen supplies. Older children who ask for seconds or children who don't have a breakfast or lunch may be given a heartier snack.

4. Purchase of food items for projects will need prior approval by the Child Care Director. Do not purchase items without asking first. If you use your own funds, you will be reimbursed if you have had prior approval. Please complete a requisition form for supplies.
5. Become knowledgeable of the emergency file where confidential information is kept on all children with medical problems. All information regarding any family is kept in strict confidence. Also, become aware of crisis information and what the necessary crisis procedures are, following the Standard Response Protocol Procedures
6. All staff will do daily attendance. Assist the Director in maintaining up to date children's files for licensing purposes. Assist the parents by asking them to make sure their family is signed out each day. Share information with other staff about children's schedules. Look at the logbook and the daily attendance for changes in children's schedules.
7. Offer children an opportunity to engage in interactions that foster social skills that are fun. Assume responsibility for planning developmentally appropriate activities each week for all areas that the children use: library, commons/cafeteria, gym and playground and fields as well as the STEAM afternoon activity. One hour of planning time is allotted each month. Pass your planning into the Director by the third Friday of each month. If planning isn't done as required, consequences will ensue, as this is a huge part of your job responsibilities. Each staff will place their weekly plans on the white board. Each staff will take the children to the library when they are scheduled and have activities planned for use while there. The library should be returned to its original state when children leave for the day and the library checklist shall be completed.
8. There is a dress code. Neat, clean, no bare shoulders or revealing tank tops, no short shorts/skirts and no tight leggings!! If you wear leggings, make sure your shirt is at mid-thigh to cover properly for working with children. Professional, yet comfortable. Please be aware that the children AND STAFF go outside every day, weather permitting. If a staff member isn't dressed properly, this IS NOT a valid reason for the children to miss outside time. Please do not wear clothing that has explicit sayings, drawings or suggestions on them. No hard rock or heavy metal t-shirts are allowed. Jeans must be clean and no tears or revealing holes or patches are allowed. All private body parts must be covered. You will be asked to go home or change if these areas aren't covered properly.
9. The cleanliness of the program area is of the utmost importance. You are required to participate in all cleaning dates planned for the year. These days are planned at staff meetings. It is important to be in touch with the school custodians if you notice that things are broken, damaged or unsafe. See the Director for more information.



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10. Personal problems need to be left at home as these are distractions from your responsibilities. Please use discretion when speaking to other staff members regarding your personal life.
11. **Acknowledge parents as they enter the childcare areas every day!!** Communicate with program parents on a daily basis regarding their children's day at childcare. Don't forget, you are the first person the child sees after a long day at school. Children are apt to tell you things that they won't tell their parents. Share positive experiences with families that children have had while at the program. Do not have lengthy conversations with parents about your personal life.
12. Enrichments support the program. Community organizations come in to introduce children to opportunities they otherwise would not encounter. It is your responsibility to get children settled into their enrichment, participate with them, watch for misbehaviors, and to encourage children to talk about their experience when the enrichment is done. Rearranging children's schedules for enrichments takes place with each new program. Be flexible to spontaneous changes in the schedule.
13. Follow child protective policies and procedures. We are mandated reporters of any suspected abuse.
14. When trained, Group Leaders may answer the phone and forward any messages or write them in the LOG book.
15. Personal cell phones are to be put away upon the start of your shift and are to be kept off until your shift is over. Use is restricted to staff who have been asked to carry them due to site circumstances.
16. Interact with and assist other staff and respect others. Assume all other responsibilities as assigned by the Director as asked.
17. Children may not roam from room to room unsupervised. Staff children may attend the program if they are able to follow childcare guidelines. If they do not follow the guidelines in all areas, they will be asked to leave.
18. Assessments – These reviews shall be done on the children quarterly (4 times per year). Two times are observations and the other two items can be a photo, story or drawing that the child has completed. Place everything in their file.
19. Keep in mind that this type of work can be stressful, chaotic and confusing at times with infrequent breaks, resulting in stress on the job.

**PROFESSIONAL**

1. Attend the required number of training hours for your particular schedule. Staff is required to keep track of these hours on their professional growth chart in their personnel file as well as maintaining your Maine Roads to Quality professional development record. Staff is also encouraged to attend one major conference per school year. Training should be within the boundaries of the Core Knowledge Areas for School Age

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Providers. If you work 20 hours or less, you are required to attend 18 training hours per school year. You can find trainings through our Resource Development Center, Child Care Options, or through the Maine Roads to Quality Early Care and Education Program or through any college.

2. Hold a current CPR/First Aid Certification or arrange to obtain one during the first three months of work. Also, CPR/First Aid class will count towards your total training hours.
3. Attend mandatory monthly staff meetings which are typically held from 6-8:30/9:00pm. Other meetings and trainings are planned as needed and staff is expected to attend. These meetings are designed as a tool for staff members to discuss things as a group. They are also a means of support for you. Dates for each staff meeting have already been established and you will receive a calendar. Please make plans ahead of time for personal childcare so that you may attend, as children are not allowed at these private meetings. Bring your binder to every meeting.
4. Responsible for completing a yearly self-assessment before the Performance Appraisal is completed. Goal setting and discussion about yearly training plans takes place at this time. Re-visit goals at the end of each fiscal year and plan goals for the next year.
5. Most of all have fun!!! Enjoy the children and the experiences you will share with them by treating them all equally. Please do not show favoritism. Remember, children are the future and we can make a difference in their lives.

Please sign and return to the Director once you have read the entire job description for the group leader position.

Name \_\_\_\_\_ Date \_\_\_\_\_

I certify that I have read the job description of Group Leader and understand the responsibilities that are required and have been given a copy.

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Signature

Date