

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Club Leader

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
A	1	0/1
<b>DEPARTMENT:</b> Community Education	<b>ACCOUNTABLE TO:</b> Community Education Supervisor	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for assisting in, preparing for, and facilitating children’s activities in Preschool and out-of-school time programs. Duties include: Providing appropriate supervision and interactions with children, setting up rooms for activities, facilitating activities, cleaning up after activities, assisting in creating and planning for children’s activities, and interacting with parents and/or guardians and employees.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Club Leader is a stand-alone classification. The Club Leader is distinguished from the Program Specialist/Preschool Instructional Assistant in that the Club Leader’s primary responsibility is facilitating children’s activities. The Program Specialist/Preschool Instructional Assistant is distinguished from the Club Leader in that the Program Specialist/Preschool Instructional Assistant is held responsible for planning and coordinating the program’s activities in the absence of the Program Coordinator. The Program Coordinator is distinguished from the Program Specialist/Preschool Instructional Assistant and Club Leader in that the Program Coordinator has full supervisory responsibilities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Sets up room for activities and cleans up after activities by cleaning tables, toys, floor, counters, cubbies, etc.	Daily	A1
2.	Supervises activities and monitors children’s behaviors to ensure safety and appropriateness.	Daily	A1
3.	Interacts with parent and/or guardians either in person or over the phone.	Daily	A1
4.	Prepares daily activities to include using instructional materials, creative ideas, and available supplies.	Daily	A1
5.	Earns professional development hours as determined by program administrators.	As Required	N/B
6.	Performs other duties of a similar nature or level.	As Required	N/B



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**Knowledge** (position requirements at entry):

Knowledge of:

- Best practices in Preschool, youth programming, etc.

**Skills** (position requirements at entry):

Skill in:

- Planning lessons and activities;
- Managing behaviors;
- Communication, Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

A10 Incumbents must be 16 years or older. For A11 Incumbents, High School Diploma or General Equivalency Diploma (G.E.D.) and six months of experience (preferred) working with children, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Incumbents 18 years or older (preferred).

**Licensing Requirements** (position requirements at entry):

- First Aid certification (required within first 90 days);
- Cardio-Pulmonary Resuscitation (CPR) certification (required within first 90 days);
- AZ Fingerprint Clearance Card;
- Negative result on a Mantoux Skin Test;
- Documentation of current immunizations.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Updated by Human Resources: 8/05

Updated by Human Resource Services: 07/10

Updated by Human Resources & Gallagher Benefit Services, Inc. 10/2018

