



## **JOB DESCRIPTION – Child Supervisor**

### **Learning Through Play and PlayGroup**

The Child Supervisor is responsible for providing a successful, safe, and supervised educational setting for children while they are in the Action Network P-K program (classroom, outdoor play area, and field trips). To promote the social, emotional, physical, and cognitive development of Horicon P-K children. Encourage parent involvement in all aspects of the program. To develop individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten.

#### ***Duties Include but are not limited to:***

- Professionally & independently provide operations management without daily oversight from the Programs Manager
- Assist in teaching and guiding toddlers and preschool age children in healthy habits
- Assists families in establishing and maintaining environments that promote health and wellness
- Facilitates group experiences in healthy living such as walks, playing with children, preparing healthy snacks, clean up, etc.
- Coordinates access to support services for youth
- Supervise children within Learning Through Play at Horicon School
- Set up and clean up for Learning Through Play at Horicon School
- Maintains sign in sheets and records number of child participants
- Provide an environment of comfort and security for children with nurturing behavior within Triple P Parenting guidelines.
- Observe students for changes in behavior and report findings to Programs Manager
- Observe and assist toddler with bathroom procedure as needed
- Implement HighScope curriculum to address and meet individual goals for children
- Assess individual and group needs, attending to special needs, specific interest, strengths concerns
- Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
- Follow Triple P guidelines when working with children
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
- Provide an atmosphere that promotes and reinforces parental engagement
- Conduct parent/Instructor conferences for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and home and communicate regularly with parents, regarding each child's progress
- Mandated reporting of suspected child abuse/neglect to appropriate County Child Welfare office
- Document baselines and implement ongoing assessments using established assessment tools. Submit copies to Programs Manager for input into FRC Network Database.
- Assist with food service, bus monitoring for field trips and other classroom needs as needed
- Attend meetings, trainings and appropriate professional development activities.

#### ***QUALIFICATIONS:***

- High School diploma or GED.
- At least 24 Early Childhood Education college credits
- Ability to read, hear and understand written verbal instructions, policy and procedure manuals, safety rules etc. Ability to write reports and correspondences. Ability to effectively lead a large group of students.
- A basic working knowledge of internet, email, and word processing program.

#### ***PHYSICAL DEMANDS:***

- Meets the physical requirements necessary to perform assigned duties safely and effectively – bending, twisting, pushing, pulling, lifting, stooping and reaching. Potential exposure to physical injury from aggressive behavior.