

**JOB DESCRIPTION**  
**Lawrence Public Schools**

**AFTER SCHOOL PROGRAM - GROUP LEADER**

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**Purpose Statement:**

The job of After School Program - Group Leader is done for the purpose/s of working with individual and/or small groups of students under the supervision of the After-School Program Manager in the supervision and instruction of students to assist in providing a positive learning environment that allows for students' personal, social, and intellectual development.

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**Essential Functions**

- Administers standards of behavior and discipline for the purpose of ensuring the safety and well being of students.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Assists students with homework assignments and make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists with program components for the purpose of delivering services that conform to established guidelines.
- Collaborates with the After-School Program Manager for the purpose of implementing and maintaining services and/or programs.
- Communicates school policies and enforcement procedures to students for the purpose of ensuring their understanding and the potential consequences of violation.
- Maintains classroom equipment, work area, students files/records, attendance records, checking homework for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual students, classroom, library, recreational activities, etc. for the purpose of ensuring a safe and positive learning environment.
- Prepares documentation in standardized formats for the purpose of providing written documentation and/or conveying information.
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: child development.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: operating standard office equipment using pertinent software applications; maintaining program services; documenting required information.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communication skills; working as part of a team; assisting students; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is some opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 20% walking, and 65% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Physical Exam/TB Screening

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Kansas Bureau of Investigations/Social & Rehabilitation Services

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**