

**Bentonville Public Schools
Adventure Club Job Description**

TITLE:	Lead Teacher for Childcare Enrichment Services Adventure Club
QUALIFICATIONS:	18 years or older with a high school diploma or GED
REPORTS TO:	Site Supervisor
SUPERVISORS:	Teacher Aide
JOB GOALS:	Provide a fun, safe, stimulating, and educational environment for children

Performance Value:

Interactions with Children

1. Plans for and implements pleasant arrivals and departures.
2. Uses routines as a time to build relationships and as learning opportunities.
3. Shows respect for children and encourages respectful interactions.
4. Uses language to build relationships and strengthen the child's social and emotional competencies.
5. Uses indirect and direct guidance techniques.
6. Supports children as they work out their own ways of resolving conflicts.
7. Strives to meet each child's individual needs.

Activities and Environment

8. Maintains a clean, organized, inviting environment that is safe and developmentally appropriate.
9. Plans and implements a variety of engaging learning experiences in all areas of development for children.
10. Uses the outdoors as part of the learning environment.
11. Provides guidance in the development of good health habits.
12. Plans and implements a daily schedule that meets the needs of individual children.
13. Accepts responsibility for shared space.

Professional Responsibilities

14. Meets program requirements for attendance as outlined in the employee handbook.
15. Maintains a professional appearance.
16. Open to new ideas.
17. Accepts responsibility for job-related tasks, including documentation and record keeping.
18. Meets program expectations for professional development.
19. Knows and is able to follow emergency procedures.
20. Keeps site supervisor apprised of group's status.

Interactions with Parents and Staff

21. Works to build positive relationships with parents, co-workers and other adults.
22. Communicates effectively with parents, co-workers and other adults; also, avoids gossip.
23. Works as a part of a team with concern for the entire program.

Other

- 24. Accepts all assignments given by supervisors.
- 25. Maintains all requirements as stated by minimum licensing, program policies, and quality approval status expectations.
- 26. Complete yearly self-evaluation.

Qualifications include enjoyment of young children, good mental and physical health, TB skin test within the past year, respect for diverse cultural backgrounds, willingness to complete training requirements, and willingness to undergo background checks required by law.

TERMS OF EMPLOYMENT: Based on Childcare Enrichment Services Salary Schedule

EVALUATION: Performance of this job will be evaluated based on the Childcare Enrichment Services Employee Handbook and Evaluation.

I understand and will abide by all the requirements and responsibilities of the position of Adventure Club Lead Teacher.

Approved By _____ Date _____