JOB GOAL: Under direct supervision, responsible for assisting and providing direct supervision for a group of students in a before and/or after school K-12 enrichment program(s).

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Plan and implement enrichment activities for students following assigned curriculum.
2. Maintain attendance records for a designated group of students.
3. Prepare and maintain accurate records on student attendance, minor accident logs, and distribution of medication.
4. Adhere to regular work and activity schedules for students as outlined in established curriculum.
5. Establish and maintain control and safety of an assigned group of students to ensure a safe learning environment.
6. Serve as an effective role model by assisting students with homework, special projects, and facilitating lesson plans.
7. Maintain a positive and professional attitude with all stakeholders.
8. Attend staff meetings, training events and workshops; and maintain state and district requirements.
9. Follow all K-12 enrichment program and District policies/procedures.
10. Open and close site in absence of site management.
11. Perform other duties as assigned.

MINIMUM REQUIREMENTS:
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:
- Experience modeling appropriate strategies for interactions with students and staff.
- Demonstrate knowledge of child development and care for K-12 students.
- Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills.
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.
- Knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, and databases.
- Must be 21 years of age or older due to state statutes.
- Must meet physical requirements of Post Offer Employment Testing (POET).

EDUCATION, TRAINING & EXPERIENCE:
- High School Diploma or equivalent.
- One year of experience working with K-12 students.
- Satisfactory completion of American Red Cross Adult and Pediatric First Aid/CPR/AED course within 30 days of hire.
  OR
  - Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.

CERTIFICATES, LICENSES, & REGISTRATIONS:
- American Red Cross Adult and Pediatric First Aid/CPR/AED.
PREFERRED QUALIFICATIONS:
• Associates degree from an accredited institution.
• Two years of experience with K-12 enrichment programs.

SUPERVISORY RESPONSIBILITY: None

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

- 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.

- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:
(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

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<thead>
<tr>
<th>Frequency</th>
<th>Activity Description</th>
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<tbody>
<tr>
<td>O</td>
<td>Sitting</td>
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<tr>
<td>R</td>
<td>Standing</td>
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<tr>
<td>R</td>
<td>Walking</td>
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<td>F</td>
<td>Bending</td>
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<td>O</td>
<td>Stooping</td>
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<td>S</td>
<td>Kneeling</td>
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<td>S</td>
<td>Crouching</td>
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<td>S</td>
<td>Crawling</td>
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<td>F</td>
<td>Twisting</td>
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<td>R</td>
<td>Finger Dexterity</td>
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<tr>
<td>F</td>
<td>Grasping</td>
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</tbody>
</table>
DISTRICT SCHOOL BOARD OF PASCO COUNTY
School Related Personnel
JOB DESCRIPTION

Senior Group Leader

Revised: April 16, 2019

O Feeling
Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips

S Repetitive Motions
Substantial and continuous movements of the wrists, hands, and/or fingers.

R Talking
Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

R Hearing Acuity
The ability to perceive speech and other environmental sounds at normal loudness levels.

R Visual Acuity
The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:
(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

- Outdoors
The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.

- Indoors
The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

- Indoors and Outdoors
The worker is subject to both environmental conditions. Activities occur inside and outside.

- Cold
The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

- Heat
The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

- Noise
The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

- Vibration
The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.

- Hazards
The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.

- Atmospheric Conditions
The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.

- Oils
The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

- Respirator
The worker is required to wear a respirator.

- None
The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

- Other

MACHINES, TOOLS, EQUIPMENT:
(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.