



TRINITY SCHOOL

A Place Where Children Learn to Love Learning

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Trinity Extended Day (TED) Program Group Leader Job Description

Job Title: TED Group Leader

Department: Student Support

Classification: Part-Time Non-exempt

Reports to: TED Group Supervisor

Summary:

Trinity School is a co-educational, independent, Catholic school for students in grades PreK-3 through 8th grade. Located on a 48-acre campus, Trinity is a place where children learn to love learning in an environment that fosters the educational process. One of the school's major strengths is its commitment to a challenging, comprehensive curriculum offered in a personalized manner that invites the best from each student. This curriculum incorporates both family and religious values.

Essential Job Functions:

Follows all after-school program rules, policies, and procedures established and required by:

- Trinity School
- Office of Child Care
- Maryland State Department of Education
- Department of Health and Human Services – Division of Child Development.

Monitors students' activities in classrooms, library, and playground and ensures safe and positive learning environment. Assists students with homework assignments and make-up work in order to support teachers in the instructional process. Maintains a warm and engaging environment that provides positive channels for children to grow, learn and develop to their fullest potential. Maintains classroom equipment and work area to ensure availability of school supplies. Communicates school policies and enforcement procedures to students to ensure their understanding and the potential consequences of violation. Collaborates with the TED Program Director in implementing and maintaining services and/or programs. Prepares documentation in standardized formats for the purpose of providing written documentation and/or conveying information. Reports observations and incidents (discipline, accidents, inappropriate social behavior, etc.) to the appropriate school personnel. Performs other duties as assigned by the TED Director, Assistant Director, and/or Group Supervisor.

Core Competencies:

Demonstrated interest and commitment to working with children and families.

Knowledge of group work process and ability to work in harmony with other staff members.

Ability to maintain a motivated, energetic attitude while conducting activities.

Required Education and Experience:

At least 18 years old. High School diploma or equivalent. At least three months of experience working with school age children. Must have current First Aid and CPR Certification. Must have good communication skills, both verbal and written.

Physical Requirements:

Maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day activities. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (up to 20 pounds), carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 30% sitting, 35% walking, and 35% standing. The job is performed in a clean atmosphere under conditions with some exposure to risk of injury and/or illness.

Additional Notes:

Hourly rate commensurate with experience. This position is eligible part-time benefits and overtime. The successful candidate will be required to complete Criminal Justice Information Services background check, and MSDE employment history review.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.