



The School District of Jenkintown
Before & After School Care Assistant Group Supervisor
Job Posting

The School District of Jenkintown is seeking enthusiastic, energetic, student-centered adults to create a safe and nurturing environment for students in grades K-6 (ages 5-12 years old) to unwind, socialize, and engage in supervised activities during before and after school care.

Job Summary/Expectations:

- An Assistant Group Supervisor is responsible for the following minimum duties:
 - Assisting in the implementation of daily activities under the guidance of the Group Supervisor.
 - Coordinating daily activities and supervising aides in the absence of the Group Supervisor.
- The ideal candidate for this role enjoys engaging with children in an informal setting and facilitating a range of activities from homework support, to indoor and outdoor recess activities, to structured games and art projects.
- Model positive engagement and effective developmentally appropriate strategies to maintain the safety and well-being of all students.
- Perform daily tasks such as taking out and cleaning up materials, ensuring rooms are left tidy, and engaging with families at drop-off and pick-up.
- Meet regularly with the Group Supervisor regarding student management and programmatic needs.
- Maintain confidentiality about students in accordance with school guidelines.
- Maintain a positive demeanor at all times including, but not limited to, use of appropriate language.
- Maintain an appropriate record of punctuality and attendance.
- Demonstrate an openness to suggestions for improving performance.
- Demonstrate a willingness to assist and work cooperatively with colleagues.
- Follows all policies, rules and procedures established by the school district and specifically the Before and After School Program expectations as set forth by the Department of Human Services.
- Performs such other tasks and assumes such other responsibilities as assigned by the Group Supervisor, principal, or designee.

Qualifications ([Pennsylvania Code § 3270.31](#)):

- An Assistant Group Supervisor shall have attained [one](#) of the following qualification levels:
 - A high school diploma or a general educational development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field.
 - A high school diploma or a general educational development certificate, including 600 or more hours of secondary training described in § 3270.31 (c) (relating to age and training).
 - A high school diploma or a general educational development certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children.
 - A high school diploma or a general education development certificate and completion of a post-secondary training curriculum described in § 3270.31(c).
 - A high school diploma or a general educational development certificate and 2 years experience with children.

- College students, particularly those in education programs, are encouraged to apply.
- Must enjoy working with children.

Terms of Employment:

- 10-month part-time position following the district calendar.
- Mornings from 6:45-8:30 am; Afternoons from 2:45-6:00 pm.
 - Flexible work schedules may be available.
- Opportunity for extended hours on early dismissal days, inservice days, and select school closures throughout the year.
- Salary: \$18.00 per hour.

Clearances/Certificates:

- Upon hiring, you will be required to provide Acts 34 (Criminal History), 114 (Federal Criminal History), and 151 (Child Abuse) clearances, and other mandatory employment forms. See our website for more information (<https://jenkintowndrakes.org/employment/>).
 - Please keep in mind that the childcare service code for [Act 114: FBI Federal Criminal History Clearance](#) is **1KG738**.
 - [National Sex Offender Registry](#) (NOSR)
 - Pediatric First Aid & Pediatric CPR or willingness to obtain certification.
 - Child Care Staff Health Assessment Form ([CD 322](#))
- Two references
- We support our team members with required training.

Deadline to Apply:

- Open until filled.
- Interested candidates should send their resume and cover letter to Ms. Carmen Taylor, Group Supervisor, at taylorc@jtowndrakes.org and the Director of Human Resources & Curriculum, Mr. Steven Van Mater, at vanmaters@jtowndrakes.org.

The School District of Jenkintown is committed to a culture of inclusivity and belonging. We value diversity in backgrounds and experiences and are proud to be an Equal Opportunity Employer.