

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: FACTS Team Leader
Department/Section: Building
Supervisor: FACTS Coordinator

SUMMARY OF FUNCTION:

Responsible for the daily management and smooth running of an out-of-school hours school age enrichment program.

TYPICAL TASKS:

1. Supervise and interact with school age children.
 2. Provide students with academic help, enrichment programs and recreational/sports programs.
 3. Provide a safe and caring environment for students.
 4. Plan and implement enrichment activities for students.
 5. Responsible for supervision and training of site managers and caregivers.
 6. Responsible for paperwork, computer work and deadlines.
 7. Ensure that site meets DHS regulations
 8. Perform other duties as assigned.
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QUALIFICATIONS:

Specific training or job experience required before appointment

Meet minimum DHS standards for team leaders. All applicants must be 21 years of age, high school graduate or equivalent, 6 credit hours or more in early childhood or related field and 24 months child care experience or B.S. in a child development related field and 6 months child care experience.