

Metro Kids Assistant Enrichment Leader-Multiple Locations

Des Moines Public School District

METRO KIDS - DES MOINES, Iowa [Open in Google Maps](#)

Apply for this job!

Job Details

Job ID: 4628821

Application Deadline: Posted until filled

Re-Posted: May 9, 2024

Starting Date: Immediately

Job Description

TITLE: Assistant Enrichment Leader

DEPARTMENT: Metro Kids

REPORTS TO: Enrichment Leader/Before and After School Supervisor

RECEIVES GUIDANCE FROM: After School Program Manager

EVALUATES: N/A

POSITION INVENTORY: B21

POSTION TYPE: PARA

FLSA STATUS: Non Exempt

FT/PT: Part-Time

DAYS: 260 Calendar

HOURS: 5.5 Hour Days

PAY: Starting at \$15.74

CURRENT OPENINGS AT: Multiple Site, you will be placed after the interview.

BASIC FUNCTION: Assist the Enrichment Leader and/or Before & After School Specialist and serve as the site supervisor in their absence with providing daily supervision of the Metro Kids program at various sites. Ensure the Department of Human Services Licensing regulations are met. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the Metro Kids Department.

ESSENTIAL FUNCTIONS:

1. Administer quality Metro Kids programming while adhering to, and having a firm understanding of, District and program procedures, and Department of Human Services licensing regulations.
2. Supervise site and students.
3. Establish a positive, supportive, and working relationship with staff, students, and parents/guardians.
4. Develop and maintain an effective level of communication with appropriate personnel, including program staff, school staff, District administrators, and the coordinator.
5. Accurately maintain and compile required site documentation, attendance and submit required reports to the coordinator by established deadlines.
6. Maintain open communications with parents and customers while providing exemplary customer care and maintaining confidentiality and boundaries.
7. Firm understanding of program policies and procedures to respond appropriately to parent inquiries and concerns; and maintain student safety and security.
8. Ensure all Department of Human Service and District required trainings are maintained and up-to-date.
9. Maintain a high level of fairness, confidentiality, respect and equity with students, families, and staff.
10. Ability to partner with school staff to positively support the social, emotional, and educational needs of the students.
11. Assist in implementing positive student behavior management techniques.
12. Assist with special event programming, field trips, and guest speakers.
13. Rotate to various schools and support different Enrichment Leaders/Before & After School Specialists and sites when needed.
14. Assume the role of acting site leader when Enrichment Leader/Before and After School Specialist is on leave.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.

2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Locations:

(1) Hanawalt (Monday-Friday 12:00pm-5:30pm)

(1) Cowles *** This locaton is a split shift *** (Includes AM & PM duties HRS are 6:30a-8:30a / 2p-5:30p)

(1) Greenwood (Monday-Friday 12:00pm-5:30pm)

Required:

1. High School Diploma, HiSET, G.E.D.
2. Associate degree, 2 years of experience in a childcare setting, 15 hours of Child Development Related Training, or a combination as required by the Department of Human Services.
3. At least 18 years of age.

Desired:

1. Work or volunteer experience with children. 2
2. Supervisory experience with school-age children.

Skills, Knowledge, and Abilities:

1. Ability to carry out duties cooperatively with others.
2. Ability to handle multiple responsibilities at once.
3. Effective oral and written communication skills.
4. Ability to use computer technology, including Microsoft Office tools and other district software.
5. Bilingual

PHYSICAL DEMAND:

FREQUENCY:

Standing

Constant 67%+

Walking

Constant 67%+

Sitting

Frequent 33% - 66%

Bending/Stooping Frequent 33% - 66%

Reaching/Pushing/Pulling Occasional 1% - 32%

Climbing/Stairs Occasional 1% - 32%

Driving Frequent 33% - 66%

Lifting (50 lbs.) Frequent 33% - 66%

Carrying (10 feet) Occasional 1% - 32%

Manual Dexterity Tasks

Telephone Constant 67%+

Computer Constant 67%+

Other Frequent 33% - 66%

Working Conditions

Inside Constant 67%+

Outside

Frequent 33% - 66%

Extremes of Temperature/Humidity

Frequent 33% - 66%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Approved By: Maureen Norris

Date: 08/07/2023

Position Type: Part-Time

Positions Available: 20

Salary: \$15.74 Per Hour

Job Requirements

- At least 2 year(s) of relevant experience preferred.
- Associate degree preferred.

Contact Information

Talent and Personnel

2100 Fleur Drive

Des Moines, Iowa 50321

Phone: (515) 242-7911

Email: dmps.talentpersonnel@dmschools.org

Map

The content you submit, offer, contribute, attach, post, or display (each a "Submission") will viewed by other users of the service who may or may not be accurately representing who they are or who they represent. Do not include any sensitive data in your submissions. Any submission or any use or reliance on any content or materials posted via the service or obtained by you through the use of the service is at your own risk. "Sensitive data" for purposes of this section means social security or other government-issued identification numbers, medical or health information, account security information, individual financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.