POSITION: Flagstaff Academy Dragon Flight Care seeks a full time on-site Group Leader.

SUMMARY: Lead and supervise children in the Care program during opening, closing, education and recreational activities. Duties include providing direction, guidance and assistance to students, assist in effectively handling student discipline situations; ensuring student safety and security, communicating with staff and children, cleaning the programs environment areas, and assisting the Care Director in preparing for and implementing a variety of educational, enrichment and recreational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Guide and assist a small group of students during online schooling, after school homework, crafts, art projects, games and other activities to engage children in program experiences and meet individual children’s needs. Work with children who have special needs. Monitor and guide student behavior during activities, effectively handle student discipline situations and encourage and support positive behavior.
2. Assist in creating interesting and educational activities to engage the interest of all children. Support the Care Director in implementing indoor and outdoor activities.
3. Keep the storage areas, work areas, tables and toys clean and sanitized.
4. Assist with supervision of children on the playground and during other activities.
5. Communicate by action, demeanor, tone of voice and attitude that every child is safe and important. Build trust, nurture and care for children. Communicate in a positive and respective way with parents, co- workers and supervisors.
6. Assist with the monitoring/tracking of children and monitor the security of the building and playground at all times to ensure children’s health and safety. Assist in providing general First Aid/CPR when needed.

7. Observe and report suspected cases of child abuse or neglect to the Care Director.

8. Participate in staff meetings and training as required/appropriate.

9. Comply with the Colorado Department of Human Services, the County Health Department; and the school’s policies, rules and regulations.

10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE
- Group Leader qualified through the Colorado Department of Human Services. 
  Please see 7.712.42 Rules Regulating School-Aged Child Care Centers

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- Must be at least 18 years of age.
- Colorado Department of Human Services 15 clock hours of training must be completed within 9 months after hire.
- Complete required training prior to working with children including FEMA, Mandated Reporter, Standard Precautions, Medication Administration, Playground Safety, Injury Prevention, Immunization Training, and Building and Physical Premise Safety Training.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:
Reports to: Dragon Flight Care, Enrichment, and Summer Camp Director.
Direct reports: This job has no direct supervisory responsibilities.
Overview of School
Flagstaff Academy is a Pre-K through grade 8 public charter school located in Longmont, Colorado and is affiliated with the St. Vrain Valley School District. We are a fiscally sound and responsible charter school with a vision for excellence and longevity and the mission “where science and technology take flight!” In operation since 2005, we have gained a regional reputation for excellence in academic education especially in science, mathematics, arts, and technology. We boast a qualified staff and low turnover of our professional faculty. Our students go on to the highest echelon of public and private high schools in the area. Teacher salaries are competitive and subject to expertise and experience. Flagstaff Academy is an Equal Opportunity Employer (EOE). The Vision of Flagstaff Academy is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

To apply, complete the online application, send a letter of interest, a current resume, transcripts, licensure details, and three letters of recommendation/reference to employment@flagstaffacademy.org, or by mail to Employment, Flagstaff Academy, 2040 Miller Drive, Longmont, CO 80501.