Job Title: EASY Care Lead Provider **Wage/Hour Status:** Non-exempt

Reports to: EASY Care Coordinator **Dept./School:** Eanes Care

Primary Purpose:

The person selected for this position will be responsible for the general supervision and management of the after-school program for students aged Kindergarten through 5th grade.

Qualifications:

Education/Certification:

- High school diploma or equivalent

Special Knowledge/Skills:

- Regular attendance is a must for the department to provide service to the students.
- Exhibit strong interpersonal and communication skills.

Experience:

- Prefer experience working with elementary-aged children

Responsibilities and Duties:

- Oversee roll duties each day. Listen to phone messages and check emails prior to student's arrival each day
- Accident reports must be turned in to the EASY Care Coordinator within 24 hours of the accident's occurrence. Accidents requiring urgent medical attention must be reported to the EASY Care Coordinator immediately.
- Documentation of any late pick-ups is to be turned in to Community Education Coordinator
- Copy Behavior Log documentation and turned in to the EASY Care Coordinator
- Contact the parents to discuss the issue
- Check EASY Care campus mailbox
- Lead Providers are to turn in paper attendance sheets if the internet does not work for electronic sign in and out. This information will be used to determine if enrollment changes need to be made.
- The Lead Provider will remind staff to submit timesheets on Friday. The EASY Care Coordinator will approve timesheets
- Providers are to keep an accurate inventory of all equipment, materials, and supplies. This information must be updated each semester in writing and turned in to the EASY Care Coordinator.
- Each EASY Care Program Site must hold 2 emergency evacuation drills during each semester. Once each drill has been completed, Providers are to document adherence to this policy on the provided form.
- The Lead Provider will ensure the areas have been returned to their original

condition.
- Attend weekly meetings with the EASY Care Coordinator (day of the week TBD).
- Develop curriculum and thematic kits for distribution throughout the EASY Care Program.
- Maintain close communication with the EASY Care Coordinator about any concerns they may have about their campus.
- Maintain close communication with students and parents.
- Maintain Confidentiality.
- Perform other tasks and duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Moderate walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling and reaching
- Ability to lift 20lbs
- Exposure to extreme temperatures
- Appropriate footwear is required for physical activity

Date Revised: 03/02/2022