



SACC GROUP ASSOCIATE

Purpose Statement

The job of SACC Group Associate was established for the purpose(s) of working with individual or groups of children, under supervision, to provide quality programming in a safe, nurturing, and familiar environment which supports students interests in a physical, social, and cognitive development by providing students with the opportunity to complete homework, play independently, and participate in structured enrichment activities when school is not in session.

This job reports to the SACC Site Leader.

Essential Functions

- Monitors and provides leadership to students individually and in a group setting for the purpose of ensuring a safe and positive environment.
- Carries out all program activities including taking attendance, preparing and distributing snacks and meals, enrichment programming, clubs, and nap-time (Pre-K only).
- Communicates effectively to build positive relationships and a welcoming environment with staff members, students, parents and administrators by using tact and good judgement.
- Enforces standards of behavior, discipline, and consequences by following established rules, expectations, and limits, in a consistent manner that is within a child's developmental ability for the purpose of ensuring the safety and well-being of students.
- Maintains classroom equipment, work area, manual and/or electronic files and records for the purpose of ensuring availability of items; providing a safe learning environment; and/or meeting mandated requirements.
- Supervises activities by being an active participant with children in group games and activities, enforcing safety rules, and intervening when needed to ensure productive play and safety precautions.
- Administers daily health screening, basic first aid and parent/guardian approved medication as may be required (e.g. taking temperatures, dispensing Band-Aids, contacting parents for sick or injured students, etc.) for the purpose of providing appropriate care for ill and/or injured children in accordance with State laws and District policies.
- Participates successfully in staff meetings, training programs, and workshops to increase skills and proficiency as related to the district and department goals and objectives.
- Keeps supervisor informed of potential problems or unusual events and reports observations of incidents (e.g. discipline; accidents; inappropriate social behavior, etc.) to maintain records and to be used for parent notification.
- Provides a meaningful learning experience to students by assisting with input, planning, supply lists, preparing materials, leading clubs and classes, and following lesson plans to strengthen teamwork among staff and support enrichment.
- Assists in maintaining the school and SACC materials, equipment, and property (e.g. bagging and taking out the trash; cleaning tables; sweeping; and cleaning toys) to maintain a clean and orderly environment for the school and department.
- Complete knowledge of emergency procedures appropriate for the site (e.g. front desk procedures; sign in and out process; first aid, fire, tornado, etc.) to ensure the safety of all individuals at the location.
- Mandatory reporting to local law enforcement and/or other qualifying agency of suspected abuse or neglect of a child to ensure compliance with state and district guidelines.



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- Maintains confidentiality, exhibits interpersonal skills, demonstrates initiative, and maintains district, state and department rules, regulations, and standards to work as an effective team member and to support the goals and priorities of the program.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; state and program reporting; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; stages of child development; and program rules and regulations.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision; leading, guiding, and/or coordinating others; accurate reporting; identifying potential problems and/or opportunities; and modeling expected behavior.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling. Generally the job requires 30% sitting, 20% walking, and 50% standing.



EXPERIENCE: Job related experience is preferred.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
CPR certification preferred

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified