



## **Group Leader EXCEL Program**

### **Title**

Group Leader – EXCEL Program

### **Scope of Responsibilities**

The EXCEL Group Leader is responsible to contribute to the overall operation of the EXCEL program at a school site. The Group Leader receives daily instruction from the Program Team Leader in the implementation of program plans and leads students in a variety of settings including the classroom, program areas and outside play areas, and may facilitate, direct and deliver a variety of indoor and outdoor games and activities. The Group Leader is responsible for a group of assigned students and works as part of a team and reports directly to the Program Team Leader, EXCEL Program.

### **Competencies Required**

The Group Leader in the EXCEL Program shall have the following competencies:

- (a) The ability to supervise children in a variety of settings;
- (b) The ability to treat all students in a respectful, responsible and fair manner with due consideration to the student's physical, social and psychological development;
- (c) The ability to apply appropriate responses to student initiated interactions;
- (d) The ability to apply fair and sound judgment when coping with chaotic or conflict situations;
- (e) Strong interpersonal, oral and written communication skills;
- (f) The ability to monitor and employ standard health practices;
- (g) The ability to apply knowledge and experience of health and safety requirements;
- (h) The ability to take direction from supervisors;
- (i) The ability to lead, facilitate and participate in recreational activities;
- (j) The ability to work effectively as part of a team;
- (k) The ability to work and communicate effectively within the Halifax Regional Centre for Education including parents, staff, school staff and students;
- (l) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (m) The ability to promote and maintain confidentiality;
- (n) The desire and ability to engage in on-going training and professional development.

**Qualifications**

- (a) Early Childhood Education diploma or University background in Child Studies or Recreation, or related experience in a professional child care or recreation field;
- (b) High School Diploma or equivalent;
- (c) Experience in a professional child care or recreation setting;
- (d) Physical abilities consistent with requirements of the job which may include personal and physical care;
- (e) First Aid / CPR training considered an asset.

**Specific Job Components**

The Group Leader in the EXCEL Program shall perform tasks as are assigned by the Program Team Leader. These tasks may vary, from time to time, with the evolution of the organization and include but not be limited to the following:

- (a) Develop, implement and evaluate structured, recreational based activities;
- (b) Complete daily attendance sheets;
- (c) Report incidents and accidents through established forms and procedures;
- (d) Actively participate in the development and implementation of the program plan;
- (e) Supervise students to ensure a safe environment;
- (f) Assist students with personal care and hygiene;
- (g) Assist students getting ready for and participate in outside play and/or activities;
- (h) Lead outside play and/or activities;
- (i) General clean-up/pick-up at completion of program time (not to interfere with or replace custodial tasks);
- (j) Facilitate positive interactions among all students;
- (k) May be required to distribute medication under standard procedures at the direction of the Program Team Leader and/or Recreation Programmer;
- (l) Provide feedback on his/her observations of students to the Program Team Leader, Recreation Programmer or parent/guardian;
- (m) Address parent and school staff inquiries;
- (n) Distribution of EXCEL Program literature as required;
- (o) Attend and participate in staff meetings and training sessions as required;
- (p) Other duties as required by Program Team Leader/ Recreation Programmer.