



FRANCIS HOWELL SCHOOL DISTRICT - JOB DESCRIPTION

VACATION STATION FACILITATOR FOR CHILDREN WITH SPECIAL NEEDS

Location:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Central Admin. | <input type="checkbox"/> Annex | <input type="checkbox"/> Burbes Bldg. | <input type="checkbox"/> Daniel Boone EL |
| <input checked="" type="checkbox"/> Becky-David EL | <input checked="" type="checkbox"/> Castlio EL | <input checked="" type="checkbox"/> Central EL | <input type="checkbox"/> Independence EL |
| <input checked="" type="checkbox"/> Fairmount EL | <input checked="" type="checkbox"/> Harvest Ridge EL | <input checked="" type="checkbox"/> Henderson EL | <input type="checkbox"/> ME Bryan MS |
| <input checked="" type="checkbox"/> J. Weldon EL | <input checked="" type="checkbox"/> Warren EL | <input type="checkbox"/> Barnwell MS | <input type="checkbox"/> FHCHS |
| <input type="checkbox"/> FHMS | <input type="checkbox"/> Hollenbeck MS | <input type="checkbox"/> Saeger MS | <input type="checkbox"/> Heritage |
| <input type="checkbox"/> FHHS | <input type="checkbox"/> FHNHS | <input type="checkbox"/> FH Union | |
| <input type="checkbox"/> ECFEC-Hackmann | <input type="checkbox"/> ECFEC-Central | <input type="checkbox"/> ECFEC Meadows Pkwy | |

Date (Original): **3/07** Date (Revised): **07/14**

Reports to (Title): **Vacation Station Program Coordinators**

To be completed by Human Resources: FLSA Status: ☐ Exempt ☒ Nonexempt EEO Category: **13**
 Organization Title: **VS FACIL SPEC ND** PG: <60 = PG 14S; +60 = PG 16S
 Position Description SHORT: **VS FACIL SPED ND** Job Code: **7820** Bargaining Unit: **SUPP**

JOB SUMMARY / PURPOSE: Plan and provide school-age programming for children in the elementary site. Develop and adapt activities for children with disabilities to be included in the Vacation Station program. Provide an environment and atmosphere that includes safety, welfare, and the successful inclusion of a child with disabilities in the program.

MINIMUM QUALIFICATIONS:

Education: Education Degree desired but not required.

Knowledge/Skills

Experience: Experience with children ages kindergarten through 8th grade very helpful. Continually meet the standards set forth by the National Afterschool Association Accreditation.

DUTIES / RESPONSIBILITIES:

1. Provide the same services as described in the Facilitator's Job Description.

Examples of Work Performed:

- A. Follow the general policy, procedure, and job responsibilities of a Vacation Station Facilitator.

2. Will attend Professional Development opportunities provided by Vacation Station and the Francis Howell School District.

Examples of Work Performed:

- A. Crisis Prevention Intervention.
- B. Staff Meetings.
- C. Professional Development Hours
 - 24 hours required for first year employees
 - 18 hours required for second year employees
 - 12 hours required for third year and beyond employees

DUTIES / RESPONSIBILITIES: (continued)**3. Implement and adapt activities for children with disabilities to be included in the program with typically developing peers.**

Examples of Work Performed:

- A. Modify and adapt activities as needed.
- B. Help students with adaptive skills, i.e.: taking care of their personal belongings, buttoning, snapping, bathroom skills, etc.
- C. Assist and monitor lunch habits and social interaction skills.
- D. Assist children during transitional times to make the process less challenging and stressful.
- E. May be necessary to complete modified lesson plans for the child.

4. Supervise and educate children to display appropriate behavior.

Examples of Work Performed:

- A. Practice positive guidance techniques by modeling appropriate behavior and reinforcing positive behavior.
- B. Help children to understand and follow rules and policies for indoor and outdoor activities.
- C. Redirect children's behavior to other activities to help modify or eliminate inappropriate behavior.
- D. Restraining students who are in danger of hurting themselves or others by using approved techniques.

5. Communicate with families, children, Vacation Station staff and school staff members in an appropriate and professional manner.

Examples of Work Performed:

- A. Work cooperatively and communicate with the Vacation Station Coordinator, school staff, and the children's parents to devise the most appropriate and effective plan to benefit the child.
- B. Complete all records and reports required by Vacation Station such as Accident and Incident Reports.
- C. Complete DDRB social interaction checklist on a weekly basis and submit to Coordinator.
- D. Complete daily observational notes and submit weekly to Coordinator.
- E. Assist in the completion of quarterly reports for DDRB, including parent and children surveys.
- E. Be prepared to attend IEP meetings along with the Vacation Station Coordinator.

6. Perform other responsibilities as requested by supervisor.

PHYSICAL DEMANDS: (also see Physical Demands Checklist, attached)

DUTIES / RESPONSIBILITIES: (continued)**WORK ENVIRONMENT / CONDITIONS:**

1. The work environment is a school with various levels of staff available to support the needs of the children enrolled in the program.
2. Accomplishment of tasks, which are often interrupted by people with special and immediate needs.
3. Working with children, staff, and families that have diverse backgrounds and needs.

EQUIPMENT / TOOLS / MATERIALS USED:**REQUIRED PERSONAL PROTECTIVE EQUIPMENT:****TERMS OF EMPLOYMENT:**

Assigned to 260 Day Year-round Work Calendar, up to 8 hours per work day - as scheduled.
Benefits dependent upon number of hours employed; as provided by Board of Education Policy.

Prepared by: Mary Jo Griffin

Approved by: David A. Kuhar

Job Title: Director, Tuition Based Programs

Job Title: Director, Human Resources

The statements contained within this document are not to be construed as an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological changes). This job description does not create an employment contract.

VACATION STATION FACILITATOR – SPECIAL NEEDS

JOB DESCRIPTION

DUTIES / RESPONSIBILITIES: (continued)

| POSITION TITLE: VACATION STATION FACILITATOR SPECIAL NEEDS | | | | | |
|--|-------------------------------------|--|---|-------------------------------|--------------------------|
| Division Location: Elementary Sites | | | | | |
| Date Completed: 7/1/2009 | | | | | |
| Completed by- (Type Name & Title): Mary Jo Griffin, Dir. Tuition Based Programs | | | | | |
| Instructions: Based upon a typical workday place a checkmark in the appropriate column. | Never 0 hours | Occasionally 1-3 hours | Often 3-6 hours | Frequently Over 6 hours | Constant |
| Lifting: | | | | | |
| 0 - 20 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 - 50 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50 - 100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Over 100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Carrying: | | | | | |
| 0 - 20 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 - 50 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50 - 100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Over 100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moving\Pushing\Pulling | | | | | |
| 0 - 20 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 - 50 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50 - 100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Over 100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Standing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sitting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending/Stooping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grasping/Holding with Hands | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Using Feet for Repetitive Movements | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extremes of Heat | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extremes of Cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER CRITERIA: List below | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Indicate requirements for: | | | | | |
| Minimum Acceptable Vision Characteristics: | <input type="checkbox"/> Poor | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent | | |
| Color Vision Required: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | | | |
| Minimum Acceptable Hearing Characteristics: | <input type="checkbox"/> Total loss | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent | | |
| Manual Dexterity Required: | <input type="checkbox"/> Poor | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent | | |
| Talking/Speech Characteristics Required: | <input type="checkbox"/> Poor | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Excellent | | |