



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

## Job Description

### **Job Title: Before/After School Club Leader**

**Reports to:** Site Supervisor  
**Department:** Before/After Care Program  
**Compensation:** \$15 per hour  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** October 7, 2005

**Position Summary:** Provide enrichment activities before and/or after school.

#### **Minimum Qualifications/Job Requirements:**

**Education:** N/A

**Specialized Knowledge, Licenses, etc:** Knowledge required of topic teaching (crafts, soccer, karate, etc.).

**Experience:** Experience in leading groups of children ages 4-12 years old

#### **Physical Requirements (If Applicable):**

Depends on assignment. Craft clubs require little or no physical activity. Sports clubs require mostly physical activity.

**Customer Contacts (Internal and External):** School personnel, Parents and children

#### **Essential Job Functions:**

- Provide enrichment activities before and/or after school.
- Plan, develop and implement weekly lesson plans.
- Maintain records including attendance and student progress.
- Participate in parent activities for children to present their activities/skills learned.