



SACC Group Associate

Job Overview

The job of the SACC Group Associate is to work with individual or groups of children under the supervision of the Site Leader to provide quality programming in a safe, nurturing, and familiar environment which supports students interests in 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 Site Leader at the assigned school or other assigned designee.

Essential Functions

- Supports the goals and priorities of Williamson County Schools and the SACC program.
- Maintains rules, regulations, and standards as stated in the TN Department of Education Licensing Standards, Williamson County School Board, and SACC Employee Handbook.
- Reports to the Department of Children's Services any reasonable causes to suspect abuse or neglect of a child. Will inform the Site Leader when a report has been made so they can follow up with WCS protocols.
- Models and maintains a high level of ethical standards.
- Follows attendance, punctuality, and proper dress guidelines found in the SACC Employee Handbook.
- Assists in maintaining the school and SACC materials, equipment, and property. This includes leaving an area better than you found it (e.g., bagging and taking out the trash, cleaning tables, sweeping, and cleaning toys) and maintaining a clean and orderly environment for the school and SACC.
- Exhibits interpersonal skills to work as an effective team member.
- Communicates effectively to build positive relationships and a welcoming environment with staff members, students, parents, and administrators by using tact and good judgment.
- Maintains confidentiality regarding workplace matters.
- Complete knowledge of emergency procedures appropriate for the site to ensure the safety of the children. This includes the front desk procedures and sign in and out process, first aid, fire, tornado, etc.
- Aids in the preparation of materials and equipment.
- Participates successfully in staff meetings, training programs, and workshops offered to increase skills in proficiency as related to your role with SACC and WCS, such as child abuse prevention, working with students with special needs, child development, and food allergies.
- Demonstrates initiative in identifying potential problems or opportunities for improvement.
- Monitors and provides leadership to individual students, small groups, and large groups for the purpose of ensuring a safe and positive environment.
- Enforces standards of behavior, discipline, and consequences for the purpose of ensuring the safety and well-being of students. This includes serving as a role model by modeling expected behavior. Carries out rules, expectations, and limits in a consistent manner that is within a child's developmental ability.
- Keeps supervisor informed of potential problems or unusual events and reports observations and incidents (e.g., discipline, accidents, inappropriate social behavior, etc.) in order to maintain SACC records and to be used for parent notification.
- Carries out all program activities including taking attendance, preparing and distributing snacks and meals, enrichment programming, homework assistance, and naptime (Pre-K only).
- Provides a meaningful learning experience to students by assisting the Site Leader with input, planning, supply lists, preparing materials, leading activities and classes, and following lesson plans.
- Supervises activities by being an active participant with children in group games and activities, enforcing safety rules, and intervening when children are likely to injure themselves, each other, and property.
- Communicates with the Site Leader when not in compliance with state ratios.
- Demonstrates initiative in the performance of assigned responsibilities.
- Completes all other duties and tasks assigned by the Site Leader and/or in charge person.



Working Environment

Generally, the job requires 30% sitting, 20% walking, and 50% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling.

Qualifications

Minimum experience: Job related experience with increasing responsibilities.

Minimum education: High School Diploma or equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Attends Williamson County Schools orientation and provides required documents.
- Attends SACC 101 and turns in required SACC paperwork: completed physical form, employee information sheet, and provides proof of highest level of education.
- Successful experience working with school age children preferred.
- Knowledge of appropriate codes, policies, regulations and/or laws and application of those laws and regulations.
- Knowledge of age-appropriate activities.
- Knowledge of stages of child development and program rules and regulations.
- Skill in preparing and maintaining accurate records, state and program reporting.
- Complete required training as defined by the Tennessee Department of Education and the Tennessee Department of Human Services.
- Ability to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment.
- Ability to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods.
- Ability to establish and maintain constructive relationships.
- Ability to adapt to changing work priorities.
- Ability to maintain confidentiality and work flexible hours.

Required Testing:

None Specified

Required Certificates and/or Licenses:

None Specified

FLSA Status:

Non-Exempt

Continuing Education/Training:

CPR certification preferred

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Classified

Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.