

Role Overview

The 2021 Pegasus Specialized Homeroom Leader (SHL) plans and provides a wide variety of daily, age-appropriate, curriculum-based activities between 9:00am and 1:00pm to the students assigned to their specific homeroom community. Wednesday and Friday event activities are supported by the Activities Coordinator. All planned activities are theme-based, developmentally appropriate to ensure inclusiveness, and emphasize hands-on exploration. The SHL keeps the Program Director, Site Coordinator and Inclusion Specialist apprised of all pertinent student and staff information.

Program and Implementation

- Plan daily activities for the homeroom community in a wide variety of areas, including but not limited to: the arts; crafts; cooperative games; science; language arts; building; drama; music; and dance.
- Confer with assigned classroom staff daily, delegating responsibilities, and detailing expectations to Adult Leaders, Student Leaders, Special Education Assistants and CITs, as appropriate.
- Be responsible for children's whereabouts at all times, ensuring that transitions between activities are efficient and adequately supported by staff.
- Greet each child in the homeroom community; greet parents/guardians upon arrival and departures.
- Actively participate in and support children in all Pegasus activities including, but not limited to: playground and gym games, snack, recess and lunch, water play, and field day activities and Friday events.
- Maintain the homeroom spaces in an organized, child-friendly manner with posted daily schedules.
- Maintain and support toileting routines, including diaper changing, as needed.
- Assist the homeroom team in cleaning work areas thoroughly each day, and as needed.

Collaboration and Communication

- Confer with the homeroom team members, Inclusion Specialist, Site Coordinator and Activity Coordinator in all areas concerning children and their individual needs (individual education plans, health/allergy concerns, etc.).
- Collaborate with the Activity Coordinator and other SHLs to create cohesive and theme-related homeroom programming.
- Ensure open and supportive communication among homeroom team members and administrative staff.
- Bring relevant information, questions and dialog to weekly SPED roundtables, as necessary.
- Act as a liaison between classroom parents, staff and therapists.

Staff

- Oversee responsibilities of the entire classroom teaching team.
- Offer suggestions to staff as they carry out plans for group activities.
- Be available for problem solving/support and address programming/staff issues as they arise.
- Attend all required staff meetings and trainings prior to and during Pegasus.
- Participate in the Pegasus Family Open House.

Pegasus Preparation and Closing

- Adhere to a predetermined supply budget for purchases of multi-use, open-ended materials.
- Provide supply lists to the Activities Coordinator and Administrative Coordinator by the beginning of June.
- Initiate contact with classroom families 2 weeks before the start of Pegasus.
- Communicate with homeroom team 1 week before the start of Pegasus.
- Participate in classroom(s) set up in June and packing/cleaning in August

Qualifications and Compensation

- Bachelor's Degree, preferably in Early Childhood, Elementary Education or related field.
- 4 or more years' experience planning, implementing, staffing and supporting group activities.
- Coursework or experience with implementing IEP goals, accommodations and modifications.
- Outstanding organization, interpersonal and communication skills.
- Creativity and flexibility.
- Experience with diverse populations and commitment to Wayland's goals of diversity and inclusion.
- Compensation based on relevant experience, starting at \$19.57 per hour.