

**Role Overview**

The 2022 Pegasus Team Leader (TL) 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 homeroom activities are community-focused and developmentally appropriate, ensure inclusiveness, and emphasize hands-on exploration. The TL 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; books; building; drama; music; and dance
- Confer with assigned classroom staff daily, delegating responsibilities, and detailing expectations to Group Leaders, Student Leaders, Special Education Assistants, LITs, 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: recess; snack; lunch; field trips; Wednesday and Friday events; water play, and special activities
- 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 TLs 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 homeroom 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
- Coordinate and participate in homeroom collaboration sessions prior to the start of Pegasus, as scheduled
- Participate in homeroom 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 \$17.85 per hour