



Before and After School & Summer
Child Care Programs

<i>Job Title:</i>	Site Director	<i>FLSA Status:</i>	Non-exempt
<i>Report To:</i>	Program Manager	<i>Prepared:</i>	April 2022

JOB SUMMARY:

Direct and manage the day-to-day operations of a school aged child care program in a school based or comparable setting. Interface with parents, school officials, and Program Managers to create and implement age appropriate programs and activities to meet the goals of BASCOL, enrolled children, parents and school officials. Ensure that all reporting, record keeping and state licensing regulations are maintained for assigned location.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Directly supervise staff assigned to program site to ensure the safety and recreation needs of enrolled children are met. Ensure that state staffing ratio's are maintained at all times.
- Provide superior Customer Service to the children, parents and school personal we work with. This includes effective communication, problem solving and taking initiative.
- Observe and monitor children in the program to ensure appropriate behavior is maintained and inappropriate individual behaviors are addressed.
- Develop and implement developmentally appropriate programs and recreational activities with staff assistance. Plan and prepare classroom set-up facilities for on-site activities. Order and or collect all required supplies for programming activities according to BASCOL supply pick up and drop off policy.
- Adhere to all safety and housekeeping standards established by BASCOL and various regulatory agencies by performing routine cleaning, sanitizing, and maintenance of site facilities and equipment.
- Monitor health conditions of children and administer first aid and medication as needed. Properly notify the appropriate people of any accidents and/or illness including immediate calls into the Program Managers for serious injuries and head bumps.
- Maintain knowledge and ensure that the site facilities and staff conform to BASCOL employee handbook policies, and Office of Children and Family Services regulations and licensing requirements.
- Accurately prepare and maintain administrative paperwork and records including, but not limited to: attendance records, newsletters, incident, accident and documentation reports; medication administration documentation; return parent payments to the administrative office; and monthly first aid inventory.
- Attend all weekly, biweekly and monthly staff meetings, fire and safety drills, and other required training programs or areas of professional growth. Maintain current CPR, First Aid and MAT certification.
- Ability to work flexible schedule including full day shifts, modified or extended schedules for school delays, half days and or closings. Flexibility to cover at other sites if needed.

- Ability to work at full day and summer locations and complete assigned job duties on full days and during summer as required on a regular basis.
- Perform related duties as required to meet Company and program goals and objectives.

SUPERVISORY RESPONSIBILITIES

The Site Director supervises a staff that includes Site Supervisors, Lead Teachers, Teachers and Teacher Assistants. Supervisory responsibilities include making recommendations; instructing and training in work methods; planning, scheduling and assigning work; checking and approving work; conducting performance evaluations; and with the approval of the Program Manager determining and implementing disciplinary actions.

MINIMUM QUALIFICATION STANDARDS

- Associates Degree in Child Development, Elementary Education, Physical Education, Recreation or a related field or a CDA or SACC or 18 credits in a child related field.
- Two years direct experience working with children under the age of 13.
- One year of supervisory staff in a child care program.
- Valid Driver's License preferred.
- Ability to meet State requirements for working in a childcare setting (fingerprinting, central clearance approval and justice center required).
- Pre-employment Medical Exams and Immunizations: All site employees are required to complete a pre-employment medical exam, which may include but is not limited to:
 - physical examination.
 - proof of immunizations stating the individual is free from communicable diseases.
 - negative Mantoux TB test or chest x-ray within the prior 12 month period.

Employees cannot start work until medical requirements are completed and documentation is received by BASCOL.

- Certification in CPR/First Aid and Medication Administration Training (MAT) preferred but will be supplied by BASCOL

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to complete continuing education requirements of 30 training hours every two years (15 hours within the first 6 months from date of hire). Staff must meet OCFS training requirement of all 9 categories which include: Principles of Childhood Development, Nutrition & Health, Child Care Program Development, Safety & Security, Business Record Maintenance & Management, Child Abuse and Maltreatment Identification and Prevention, Statues and Regulations pertaining to child care, Statues and Regulations pertaining to Child Abuse and Maltreatment and Adverse Childhood Experiences.
- Ability to work flexible schedule including ½ and full day shifts modified or extend schedules for school delays, half days and or closings.
- Ability to remain professional and respond appropriately to unexpected or emergency situations.
- Maintain high level of ethical behavior and confidentiality regarding student and or parent information.
- Excellent written and oral communication skills including the ability to communicate clearly to diverse individuals and read and interpret a variety of written documentation, directions, instructions, and methods and procedures and to explain information to others.
- Genuine interest in working with and around children and to demonstrate an understanding, patient, and welcoming demeanor toward children.
- Ability to develop and maintain cooperative and courteous relationships with school and district staff, parents, children.

EQUIPMENT, MACHINES AND SOFTWARE USED

This position requires the regular use of toys, supplies, and materials to engage children in age appropriate activities. This position requires the use of a computer, phone, copy machine and fax machine on a frequent basis.

Computer Software: Publisher, Microsoft Word and Time Clock & Attendance

MENTAL AND VISUAL REQUIREMENTS

High mental and visual attention required to directly observe staff and children at assigned location and respond appropriately to unusual or emergency situations.

PHYSICAL ACTIVITIES AND REQUIREMENTS

The physical demands described here are representative of those that typically may be faced by an individual in performing the essential functions of this position.

While performing the duties of this position, the employee is regularly required to sit, stand, walk, use hands to finger, grasp, talk, hear and perform repetitive motions. The individual is frequently required to push and pull. The individual is occasionally required to climb, balance, stoop, kneel, crouch, crawl, reach, and lift.

The physical requirements of this position call for the ability to exert up to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The Site Director may directly engage in recreational activities with the children including gross motor activities such as walking, hitting or throwing balls, hiking, assisting children on and off the bus etc.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those that may be encountered while performing the essential functions of this position.

Work is performed in a school setting where the worker is exposed to both inside and outside environmental conditions and noise. Duties may include handling garbage or soiled linen, body fluids, strongly unpleasant odors, etc.

The Site Director may directly supervise child in outside activities including outdoor play and field trips and be exposed to normal external environmental factors during such activities.

EMPLOYER'S DISCLAIMER

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.**

- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I acknowledge that I have read this job description and have received a copy for my records.	
Employee Name:	
Date:	