

Job Description Form

Job Title

Date

Tiger Time - Site Lead

Created/updated on: 12/1/2025

Department/Business Unit

Supervisor

Community Education

Tiger Time Coordinator
Community Education Director

Purpose of Job (how it contributes to department's objectives)

Provide quality care for school age students.

Responsibilities

1. Understand all policies and standards with childcare.
2. Display ability to communicate with staff, families, and children.
3. Provide a safe and clean environment for the children.
4. Remain current on pediatric CPR/First Aid/AED training and remain physically able to perform CPR.
5. Supervise/Lead programming and staff for Tiger Tots/Tiger Time programs.
6. Record and fulfill all training required for the Department of Human Services on a yearly basis.
7. Understand and have families complete all forms required to administer medication/allergy for children's safety.
8. Train all staff in emergency preparedness in accordance with work site location.
9. Document all information regarding any issues with children and communicate with Coordinator and/or Assistant Coordinator.
10. Teach/Model behaviors and coping tactics which are age appropriate for the children.
11. Open sites and secure all sites at closing. (Locking all doors and shutting lights off)
12. Understand computer programs involving rschool, google sheet and google documents.
13. Employee is responsible to be knowledgeable about all district policies.
14. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Job Qualifications (list the minimum education, formal training, skills and experience required)

1. High school diploma/GED.
2. Able to lift 50 pounds on a consistent basis.
3. Physically able to perform required assigned duties.