AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SUPERVISOR LICENSED SITE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**IS 7**	DUTY DAYS:	**209**	DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Three (3) months to one (1) year of job-related experience is required. The minimum requirements for this position vary based on the level of education and experience working in a licensed childcare operation. An Associate's or Bachelor's degree in early childhood or related field is preferred. Incumbent must complete 20 hours of training annually in accordance with DHHS Minimum Standards. Supervisory experience in childcare is preferred.

SKILL REQUIREMENTS:

This position requires knowledge of positive guidance techniques and ability to prepare lesson plans and imaginative group activities. Incumbent must understand developmentally appropriate behavior, activities, and milestones. Incumbent must have ability to manage staff, which includes staff training and supervision. This position requires knowledge of the Texas Department of Health and Human Services (TDHHS) Child Care Licensing Division Minimum Standards. If working in a child development center with infants and toddlers, the incumbent must have knowledge of the National Association for the Education of Young Children (NAEYC) standards. If the program is a Workforce Vendor, the incumbent must have knowledge of the Workforce Rising Star standards. The incumbent must have the ability to meet state and/or accreditation requirements for education and experience. Incumbent must demonstrate the ability to work with groups of young children in a positive manner. Employees in this position must be able to relate to children and adults with courtesy, respect, acceptance, and patience. Employees in this position must demonstrate compassion and a caring attitude towards children and their families. This position requires knowledge of positive guidance techniques and ability to prepare lesson plans and imaginative group activities. Incumbent must understand developmentally appropriate behavior, activities, and milestones. Incumbent must have ability to manage staff, which includes staff training and supervision.

JOB PURPOSE AND RESPONSIBILITY:

The purpose of this position is to provide supervision and leadership for program staff and children in an after-school care program with school-aged children or child development center with infants, toddlers, and preschool children. Incumbent must exercise judgment in managing program staff and students' behavior. All work must be done in accordance with Austin ISD policies and procedures as well as TDHHS Minimum Standards (e.g., safety rules).

ESSENTIAL FUNCTIONS:

- Utilize Program curriculum resources to plan and implement quality licensed childcare programming.
- Directly supervise program staff at assigned sites ensuring compliance with DHHS Minimum Standards, District and program policies and procedures.
- Alert teacher of an individual child's special needs or problems; call parents to discuss students' progress.
- Work closely with campus administration to complete assigned tasks during the school day.
- Provide training to Site Group Leader and other staff.
- In an infant/toddler program, plan, prepare materials, and implement daily learning activities with children.
- In an afterschool program, plan and prepare after school activities (e.g., art activity, story time, daily schedule).
- In an afterschool program, monitor student behavior (e.g., on the playground, in the cafeteria and hallways, gym).
- Provide an environment that promotes appropriate behavior and provide positive guidance techniques. Provide first aid and care for sick children.
- Conduct meetings regularly with program staff members to discuss areas of success and improvement.

- Coordinate with supervisor, campus administration and campus staff in order to meet the needs of the program and students.
- Meet regularly with the Project Specialist and program staff to discuss areas of success and growth.
- Assist staff in areas of need, such as behavior management and developmentally appropriate activities.
- Perform AM duties during the school day in accordance with campus administration needs.
- Ensure program compliance with TDHHS Minimum Standards, NAEYC and Workforce Rising Star program as applicable to program, which includes maintenance of employees' and children files, ensuring applicable information is posted for employees and parents, safety guidelines, child ratios, etc.
- Supervise staff and children closely to ensure safety and security.
- If working with infants/toddlers, assist children with all physical functions such as feeding, diapering, toileting, walking and standing.
- Observe and document developmental progress of children.
- Maintain a neat, sanitary, and attractive program area and playground area.
- Utilize program resources to plan and implement quality licensed programming.
- Maintain current C.P.R. and First Aid certification.
- Complete 20 hours of training annually in accordance with DHHS Minimum Standards.
- Assist the Project Specialist with interviewing applicants.
- May need to supervise a group of children as needed.
- Manage supply inventory and request supplies and materials as needed.
- Maintain accurate student attendance using approved program software.
- Maintain accurate records and ensure staff files are always up to date.
- Conduct parent meetings as needed to discuss children's behaviors, and parent concerns.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally conducted on a campus environment depending on available space (cafeteria, gym, classroom) or activities assigned (e.g., field trips and recess may require activities outdoors). This position may involve possible exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent works under the supervision of the appropriate supervisor of the department. Incumbent will have contact with teachers and administrators in order to receive instructions and feedback, assist in planning, discuss children's progress, address questions and concerns, and provide positive guidance. Incumbent will have contact with program staff to promote a positive work environment, provide instruction, give guidance, and serve as an appropriate role model. Incumbent with have contact with parents and guardians as needed.

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The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	