



Broken Arrow Public Schools

BROKEN ARROW, OKLAHOMA

JOB TITLE: B&A Site Manager
DEPARTMENT: B&A Connections and Extension Programs
REPORTS TO: Director of B&A Connections and Extension Programs
FLSA STATUS: Non-Exempt, Non-Certified, Support Personnel
EMPLOYMENT STATUS: Part-Time, 30 hours per week, 9-10 months. Working hours are Monday-Friday. Working hours are split shifts (AM/PM) as assigned by the Director of B&A Connections and Extension Programs.

MINIMUM JOB REQUIREMENTS:

Education: High School Diploma or GED required.

Experience: Minimum TWO years of full time experience in a related school aged or early childhood center, educational, or child care setting. Must be at least 21 years of age to serve in this position per Oklahoma Department of Human Services Policy. Must meet the requirements dictated by the Oklahoma Department of Human Services, including a clean OSBI background check. Must complete and maintain 20 hours (per year) of pre-approved training required by OKDHS through the Center For Early Childhood Professional Development (CECPD) online database.

Certifications: CPR and First Aid

SUMMARY:

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Responsible for day to day operations of the site program. Works hands on with the students during class time. Implement daily activities with the children that coordinate with weekly themes.
2. Mentorship to Site Assistants, Substitutes and Interns, as needed.
3. Maintain confidentiality.
4. Implementation of site safety procedures and standards.
5. Manage student behaviors appropriately.

6. Report any suspected abuse to Director of B&A Connections and Extension Programs.
7. Responsible for the following paperwork/computer work for site assigned:
8. Parent Sign In/Sign Out forms.
9. Prepare and email monthly newsletters/calendars.
10. Supply requests (DHS required items/other curriculum).
11. Understand and check online databases for student and contact information.
12. Check and reply to emails each day with parents, other Site Managers, and the members of B&A Connections Leadership team.
13. Keep all appropriate records such as attendance, late pick up fees, and verbal pick up authorizations.
14. Keep the DHS Board current with all required and correct forms.
15. Ensure all DHS standards and all applicable licensing regulations are met by all B&A Connections staff and volunteers.
16. Oversee one event and one service project per semester.
17. Maintain professional and collaborative relationships with the B & A Connections Leadership team and all other staff and colleagues at the school site.
18. Meet emotional, social, physical and cognitive needs of each child in care.
19. Maintain and foster daily open communication with parents.
20. Arrange a classroom environment in accordance with program goals and philosophy.
21. Inspect and replace damaged or lost materials through supply requests.
22. Attend staff meetings and training, as required.
23. Effectively document student behavior and incidents according to program standards.
24. Effectively communicate with B&A Leadership about positive and negative issues at site.
25. Performs other duties as assigned.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Ability to deal successfully and rapidly with changes in assignments and properly respond to applicable correspondence/communication received. Ability to project a professional company image through in-person, phone, and electronic interaction. Ability to build and foster harmonious rapport and work cooperatively with District staff and the public while achieving the objectives and goals of the position. Ability to handle problematic and/or difficult situations professionally by communicating with the appropriate person.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS:

Inside and outside working conditions with minimal exposure to extreme environmental

conditions. Outside activities on the playground or inside activities in the gym/large motor room.

PHYSICAL STANDARDS:

- Must be able to stand or walk for long periods of time.
- Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is continuously required to sit, talk, and hear.
- Must be mobile and able to walk around indoors and outdoors.