

# **Carroll Independent School District**

## **Job Description**

JOB TITLE: **After School Childcare (Dragons U) Site Leader** Pay Grade: \$35/hour

Supervisor: Childcare Coordinator

Employment Days: 187

Department: Special Programs

Wage/Hour Status: Exempt

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### **MISSION:**

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

### **JOB SUMMARY:**

To direct organize, coordinate, and set up the After School Day (Dragons U) for the school site and to ensure that safety and security is provided for each child through developmentally appropriate practices and positive behavior management techniques.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High School Diploma or GED

#### **Special Knowledge/Skills:**

Strong organizational, communication, and interpersonal skills

Ability to train staff in positive behavior management techniques and developmentally appropriate activities

Willingness to learn and create a strong Extended School Day team

#### **Experience:**

Previous experience working with children

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Direct, organize, coordinate, and set up the After School Day Program for school site
- Be aware of the whereabouts of all children and provide safety for all children
- Identify students and programs in which they are participating
- Communicate clearly and effectively with parents about their children and the program
- Maintain updated lists of enrolled students, their attendance, and emergency cards
- Work with small groups of children
- Model developmentally appropriate activities and positive behavior management techniques for Assistant Aides
- Manage the storage and serving of snacks and drinks
- Maintain a clean site
- Communicate and work cooperatively with the Child Care Coordinator, librarian, custodian, counselor, nurse, principal, and teachers to identify school and student needs (including subs as needed), provide consistency with school rules, and ensure the proper use of school materials, equipment, and building.
- See equipment is maintained, repaired, ordered, and inventoried
- Prepare requisition forms for needed and enriching supplies
- Collect money, make deposits to district, and keep accurate records of payment and of the amount owed and deposited

- Enter and keep track of payments made by parents.
- Maintain and turn in on time accurate time sheets of hours all employees in After School Day Program
- Will determine the work schedule for assistant aides (less than 20 hrs.)
- Maintain waiting list and notify parents of acceptance in program
- Attend “Meet the teacher” day
- Attend monthly site Leaders meetings and training sessions at designated site
- Keep the Childcare Coordinator apprised of successes, problems, and emergency situations that exist at their site
- Keep a first aid kit, dispense medicine, and communicate with nurse about medical problems with students
- Copies and worksheets should be kept to a minimum. Students should be involved in active and creative activities.
- To maintain current CPR and First Aid training certificates; as well as any and all training required by the district for yourself and all site employees.
- To acquire a permission to return to work from any employee who has been out ill or injured for more than three days
- Evaluate Aides in the quality of their work
- To perform such duties as assigned by the Program Coordinator

**ESSENTIAL JOB FUNCTIONS:**

- Requires the ability to demonstrate patience and understanding of children
- Requires the ability to handle stress
- Bookkeeping skills
- Organizational skills
- Ability to create a team and communicate clearly
- Ability to train others in and implement developmentally appropriate practices and positive behavior management techniques

**WORKING CONDITIONS:**

**Mental Demands/Physical/Environmental Factors:**

Maintain emotional control under stress.

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION; HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_  
(Assistant Superintendent for Administration)

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
(Superintendent)

DATE: \_\_\_\_\_

Date Created: 5/2025	Date(s) Revised:
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