

## **Durham Public Schools**

### **Job Description**

## **Community Education Department**

### **Assistant Manager for Before School, Afterschool, Summer Camps and Intersession for Community Education**

**JOB TITLE:** Assistant Manager for Before School, Afterschool, Summer Camp and Intersession for Community Education

**REPORTS TO:** Manager

**SALARY:** Based on local salary schedules

**STATUS:** Permanent, Temporary, Part-Time, 10 or 11 months, Classified, Non-exempt

#### **SUMMARY:**

Under general supervision, performs a variety of child care, child development, and clerical tasks for the Before and Afterschool (B/ASC), Summer Camp and Intersession program at the assigned school. Work involves assisting the Manager in planning and providing a daily program of developmentally-appropriate, academically-oriented, nurturing and enriching experiences for school-age children (K-5). Employee is also responsible for implementing activities as planned, supervising students during activities, engaging in activities with the children and acting as a role model for participants. Employee is responsible for supervising all staff, volunteers and contractors at the assigned school and assisting the Manager as needed.

#### **RESPONSIBILITIES & DUTIES:**

1. Assists the Manager in ensuring that the program at the assigned school provides quality care that expands children's experiences, extends their learning, and provides warm and caring support.
2. Assists the Manager in planning, developing, and providing program activities, helps coordinate the daily set-up and close-down of program to ensure children have access to a variety of developmentally-appropriate program resources, interest centers, and activities.
3. Assists the manager in maintaining program goals and objectives including, but not limited to: serving as on-site group leader substitute, assisting with snack preparation, scheduling program activities, and staying abreast of all program functions to manage in the absence of the manager.
4. Implements activities as planned, leads, assists, and acts as a role-model participant in both active and sedentary indoor and outdoor lessons, games and aquatic activities; supervises students during activities including field trips.
5. Prevents accidents through supervision and planning.
6. Observes and evaluates staff as needed. Provides on-going leadership and guidance to staff.
7. Assists in preparing and maintaining student, staff, business management, and programming reports, records, and other documents as required by or appropriate to the program's administration.
8. Performs or assists with various administrative functions of the program such as: composing, copying, and distributing monthly newsletters; planning and preparing activity schedules; taking daily attendance.
9. Verifies snack/meal availability and completes or reviews snack/meal rosters.
10. Uses positive reinforcement and developmentally-appropriate guidance techniques and consequences to encourage appropriate behavior, confers with administrators and parents to

resolve behavior issues.

11. Handles minor discipline matters and refers more serious matters to the Manager.
12. Adheres to district policies and North Carolina Division of Child Development regulations, and carries out procedures established by the district, Community Education, and the school.
13. Communicates with parents about children's daily activities and participates in parent conferences as needed.
14. Develops and maintains an effective working relationship and communication with children, families, school administration and staff, volunteers and community agencies. Attends school functions and committees as assigned.
15. Maintains current certifications in CPR and First Aid; administers basic first aid and medications, and contacts parents or emergency services in case of a child's illness or injury.
16. Assists in maintaining a clean and orderly environment for the program.
17. Attends workshops, classes, seminars, lectures, etc. to meet district professional development requirements and reviews school-age care resources and professional journals as appropriate, to enhance and maintain knowledge of trends and developments in afterschool care.
18. Perform other duties as assigned by supervisors.

#### **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- 18 years old; high school diploma;
- Basic School Age Care training (BSAC) and First Aid/CPR completed within 60 days of employment and:
- A minimum of 900 hours verified experience working in a licensed childcare program –or- a minimum of 1350 hours working in an unlicensed childcare program;
- Childcare Credentials I and II and 6 semester hours coursework in school age care\* preferred or post high school training in elementary education, recreation or other related field.
- Must receive a “Qualified to work in Child Care” letter from the NC Division of Child Development Early Education within 30 days of employment.
- Must complete the Basic School Age Care (BSAC) class within 60 days of employment.
- Must complete Child Abuse and Neglect training within 2 weeks of employment.
- Must be certified in CPR and SFA within 60 days of employment.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. General knowledge of the B/ASC program and its underlying principles, goals and objectives.
2. General knowledge of the North Carolina Division of Child Development child care licensing regulations and quality indicators which apply to licensed school-age programs operated by a public school district.
3. General knowledge of daily activities associated with the B/ASC, Summer Camp and Intersession program.
4. General knowledge of activities performed by the Manager of the program.

5. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
6. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel, Publisher and PowerPoint.
7. Ability to learn, interpret and explain program procedures and policies.
8. Ability to set-up and close-down program and to lead and engage in activities with children.
9. Ability to perform routine mathematical or bookkeeping functions.
10. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc).
11. Ability to perform at a high level, as a team player, in a team environment.
12. Possess strong organizational and problem-solving skills.
13. Ability to prioritize and manage multiple tasks in a fast-paced environment.
14. Ability to remain calm and professional in environment with shifting proprieties.
15. Have a growing knowledge of the principles and practices associated with youth during out-of-school time development and education.
16. Have a growing knowledge of federal and state statutes and regulations regarding provision of services to students in a licensed child-care environment.
17. Skill in counseling and developing staff.
18. Ability to maintain complete and accurate records.
19. Ability to evaluate staff and program delivery to students.
20. Ability to work and effectively communicate with diverse groups and organizations both orally and in writing.

**RESOURCE REQUIREMENTS:**

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|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Laptop                     | <input checked="" type="checkbox"/> Desktop computer (Com. Ed.)                                                           |
| <input checked="" type="checkbox"/> e-mail address  | <input checked="" type="checkbox"/> Outlook <input type="checkbox"/> VPN                                                  |
| <input type="checkbox"/> Cellphone                  | <input type="checkbox"/> Pager <input checked="" type="checkbox"/> Two-way radio (Com.Ed.)                                |
| <input type="checkbox"/> iPad                       | <input type="checkbox"/> District vehicle <input type="checkbox"/> Fax                                                    |
| <input checked="" type="checkbox"/> Office phone    | <input type="checkbox"/> 10 digit telephone number <input type="checkbox"/> 5 digit extension                             |
| <input checked="" type="checkbox"/> Printer         | <input checked="" type="checkbox"/> Software (Microsoft Office, Adobe, Outlook)                                           |
| <input type="checkbox"/> AS400                      | <input type="checkbox"/> SharePoint <input type="checkbox"/> Audio recording device                                       |
| <input checked="" type="checkbox"/> Web site access | <input checked="" type="checkbox"/> Building access key/code (for necessary building access during non-traditional hours) |

*OPTIONAL:* Wi-Fi hotspot to access VPN while away from their workstation

**PHYSICAL REQUIREMENTS**

Must be able to lead and assist students participating in indoor and outdoor games and activities and to use a variety of equipment. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those of Light Work.

**DISCLAIMER:**

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature

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Date