



HAMBLEN COUNTY DEPARTMENT OF EDUCATION

Extended School Program

JOB DESCRIPTION: SITE DIRECTOR

- Qualifications:
1. High School Diploma or its equivalent
 2. Experience working with young children
 3. Must pass a background check and be fingerprinted
 4. Must pass a physical and TB test
 5. Must receive and maintain CPR and First Aid Certification

Reports To: ESP Program Manager

Job Responsibilities:

1. Plan and implement daily and weekly student activities.
2. Prepare weekly lesson plans to be approved by Program Manager.
3. Demonstrate imagination and resourcefulness in working with students.
4. Maintain daily attendance and snack reports.
5. Demonstrate good communication skills with parents and school staff.
6. Collect and record weekly payments.
7. Meet weekly with Program Manager to deposit weekly payments.
8. Assume other duties as assigned by Program Manager.