

JOB DESCRIPTION**JOB TITLE:** SACC Supervisor (Latchkey)**GENERAL DESCRIPTION:** The School-Age Child Care Supervisor is responsible for providing a safe, nurturing, and stimulating environment for staff and children ages 5–12 in a before- and/or after-school setting. This role involves planning and implementing age-appropriate activities, supervising children, ensuring their safety, and supporting their social, emotional, and academic development.**QUALIFICATIONS:**

NOTE: All new employees must pass a criminal history background check and employee medical exam prior to the start of their employment with the Millville Board of Education.

- DCF Fingerprint clearance
- Child Abuse Registry (CARI) clearance
- CPR and First Aid certification (or willingness to obtain)
- High school diploma or GED required
- Prior experience working with school-age children in a group setting (e.g., childcare, camp, education).

REPORTS TO: SACC Coordinator**PERFORMANCE RESPONSIBILITIES:**

NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

- Strong communication and interpersonal skills
- Establish and maintain professional and open communication with children, parents/guardians, and staff.
- Ability to supervise and engage staff and school-age children in structured and unstructured activities
- Conflict resolution and behavior management skills
- Patience, reliability, and a passion for working with children
- Create a positive and inclusive environment that promotes respect, learning, and fun.
- Maintain accurate attendance and incident records as required.
- Follow program policies and procedures, including behavior management and emergency protocols.
- Attend staff meetings, training sessions, and professional development opportunities as required.
- All other related duties as assigned.

Physical Requirements:

- Ability to lift up to 25 pounds (e.g., assisting children, setting up activities)
- Ability to stand, walk, and be physically active for extended periods of time
- Willingness to work both indoors and outdoors

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

- Typically part-time during the school year (before and/or after school hours)
- Flexibility is important; some programs require split shifts

APPROVED BY:



DATE:

JUN 11 2025 