



SITE LEADER JOB DESCRIPTION

Each Loving Care Site Leader is responsible for operations and functions of the Loving Care program at his/her individual school. Site Leaders coordinate and supervise a planned before and after school curriculum, to include supervised homework time, arts and crafts, computer lab, recreation activities in the gym, and outdoor play time.

Site Leaders report directly to the Director, Assistant Director, and building principal.

Site Leaders share all of the same responsibilities that caregivers have in supervising and interacting with the children. In addition, the Site Leader has the following supervisory duties:

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- Supervise and perform 90-day evaluations and annual performance reviews for all caregivers.
 - Track employee attendance and report any need for a substitute to the Assistant Director.
 - Schedule, plan, and conduct periodic staff meetings with caregivers to plan curriculum calendars and discuss current issues.
 - Reconcile and initial employee time records and forward to the Assistant Director.
 - Supervise completion of snack paperwork and submit to cafeteria lead at the conclusion of each month.
 - Maintain inventory of all supplies, games, toys, and equipment needed for operation of program. Submit monthly supply requisitions to program Director.
 - Supervise children and staff on the playground, strictly enforcing all equipment rules and safety regulations.
 - Assist the building custodian in maintaining cleanliness of the areas used by Loving Care students.
 - Work with caregivers in taking accurate daily attendance and confirming unreported absences with the school office or child's parent.
 - Check voice mail and e-mail communications daily and respond promptly to any messages.
 - Determine the need to remove a child from the program due to illness. Report illness to parents as soon as possible.
 - Work with caregivers to ensure compliance with Loving Care discipline policy. Document and communicate behavior concerns to parents and Loving Care Assistant Director. Determine the need to remove a child from the program due to repeated misbehavior.
 - Collect and post weekly fees from all Loving Care parents. Complete pertinent paperwork and submit to the program Bookkeeper.
 - Attend periodic Site Leader meetings.
 - Attend periodic workshops and staff development trainings, as scheduled by the Director.
 - Meet periodically with building principal to discuss current issues.
 - Other duties as assigned by Director, Assistant Director or building principal.