

Job Description

Job Title:	School Age Director, Child Care	FLSA Status:	Non-Exempt
Job Family:	Community Schools	Pay Range:	6
Pay Program:	Classified	Work Year:	180 days
Prepared/Revised Date:	February 2015		

SUMMARY: Manage the operation of the school aged (ages 5-12) before and after school child care program. Duties include monitoring student attendance, safety, discipline and ensuring a safe, fun, enriching and developmentally appropriate environment for children, assisting with developing and implementing a balanced curriculum of educational, enrichment and recreational activities for children in the child care program including weekly lesson plans and preparation of materials maintaining compliance with State and local regulations, and promoting good relationships with parents and the school community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Conduct daily processes and duties required for opening, closing and implementing the child care program and activities including developing themes and creative activities, scheduling physical activities and games, planning healthy snacks and organizing inside/outside play to ensure a curriculum of varied and quality experiences for all children.	D	25%
2. Assist in the development of various curriculum program and activities including weekly lesson plans and daily child care. Responsible for assisting with planning, assigning and directing work.	D	20%
3. Actively supervise and ensure the safety and well-being of all children in the child care program including opening, closing and securing the school building at the end of the program by locking doors and turning off lights.	D	10%
4. Ensure materials prepared and child care environment meets CDHS for lessons and activities.	D	10%
5. Develop, maintain, and enforce site and District behavioral expectations of children and staff. In the absence of the site director, supervise and maintain order of staff and students and report any problems to the Site Program Manager upon his/her return or, in the case of an emergency, notify the Site Program Manager immediately.	D	10%
6. Communicate with parents, staff, and Site Manager regarding child or program issues. Assists with complaints and problem resolution. Records attendance and follow program guidelines regarding absent children if the child is expected to attend child care any given day. Call parents to get authorization for an unauthorized adult to pick up a child from the program. Check identification of this adult.	D	6%
7. Know and ensure staff compliance with Colorado Department of Human Services, County Health Department and school district rules and regulations.	D	5%
8. Administer minor first aid and medication;	D	3%
9. Logs medical, behavioral, and emergency incidents in compliance with CDHS and district policies, rules and regulations	D	3%
10. Use organized methods for tracking children and checking children in and out of the program.	D	3%
11. Comply with the Colorado Department of Human Services, the County Health Department; and the school district's policies, rules and regulations	D	2%
12. Perform other duties as assigned.	Ongoing	3%
TOTAL =		100

EDUCATION AND RELATED WORK EXPERIENCE:

The program director must be at least 21 years of age and have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and the program director must have completed at least **ONE** of the following qualifications:

- a. A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
- b. Two years of college training and six (6) months (960 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of 4 or more children.
- c. Three (3) years (5,760 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of four (4) or more children. The program director must complete six (6) semester hours, nine (9) quarter hours in course work from a regionally accredited college or university, or forty (40) clock hours of training in course work applicable to school-age children within the first nine (9) months of employment.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR, first aid, universal precautions and medication administration certifications required within 90 days of hire date.
- Annual continuing education of at least 15 hours related to one or more of the following: child growth and development, health and safety department, developmentally appropriate practices, right once, family relationships, cultural and individual diversity and professionalism.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computer, Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment; telephones, copier, fax machine, e-mail etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

POSITION TITLE		
Reports to:	Site Program Manager	

POSITION TITLE		# of EMPLOYEES
Direct reports:	Child Care Group Leaders, Student Workers and Program Aides	2 - 5

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feed				X

Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		
Weight and Force Demands:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			
Mental Functions:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		
Work Environment:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	
Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X