

Job Description

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| Job Title: | School Age Director, | FLSA Status: | Non-Exempt |
| Job Family: | Community Schools | Pay Range: | 7 |
| Pay Program: | Classified | Work Year: | 180 days |
| Prepared/Revised Date: | Revised January 2025 | | |

SUMMARY: Manage the operation of the school aged (ages 5-12) before and after school child care program. Duties include monitoring student attendance, safety, behavior, discipline. Ensure a safe, fun, enriching and developmentally appropriate environment for children, assisting with developing and implementing a balanced curriculum of education, enrichment and recreation 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 Pre-K 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. Responsible for developing, planning and directing activities that meet the vision of the program manager and the CS department. | D | 10% |
| 4. Ensure materials prepared child care environment meets CDEC and SVVSD guidelines. | D | 10% |
| 5. Develop, maintain, and enforce site and District behavioral expectations of children and staff. In the absence of the site manager, supervise and maintain order of 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 and the Community Schools coordinator immediately. | D | 10% |
| 6. Communicate with parents, staff, and site program manager regarding child or program issues. Assist with complaints and problem resolution. Record attendance and follow program guidelines regarding absent children if the child is expected to attend child care any given day. Call parents to get permission for an unauthorized adult to pick up a child. Check identification of this adult against provided registration paperwork. | D | 6% |
| 7. Know and ensure staff compliance with Colorado Department of Early Childhood, County Health Department and school district rules, regulations, policies and guidelines. | D | 5% |
| 8. Administer minor first aid and medication under the guidance of the CS Health Consultant. | D | 3% |
| 9. Maintain logs, medical, behavioral, and emergency information in compliance with CDEC and district policies, rules and regulations in partnership with site program manager. | D | 3% |
| 10. Use established methods for tracking children and checking children in and out of the program. | D | 3% |
| 11. Comply with the Colorado Department of Early Childhood, the County Health Department; and the school district's policies, rules and regulations. Annual continuing education of at least 15 hours provided by CDEC and Community Schools. | D | 2% |
| 12. Perform other duties as assigned. | Ongoing | 3% |
| | TOTAL = | 100 |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D. Completed some college courses in business, finance, communication, or education and/or has experience in these fields. Experience in child care, preferred.

- Copy of transcripts/certificate and employer letter(s) outlining employment /experience verification.
- 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, elementary or early childhood education, or a subject in the human service field as defined by the CDEC.
 - b. An associate’s degree or sixty (60) semester credit hours from an accredited college or university and three (3) months (455 hours) of experience in the care and supervision of four (4) or more children over the ages of four (4) years who are not related to the individual.
 - c. Twenty-one (21) months (3,185 hours) of, experience in the care and supervision of four (4) or more children over the ages of four (4) years who are not related to the individual and one of the following qualifications: (1) Completion of six (6) semester hours, from a regionally accredited college or university; or (2) Completion of forty (40) clock hours of training in course work applicable to school-age children within the first nine months in the director position. The 40 clock hours of training cannot include any of the required trainings as listed in CDEC rule section 2.508; or,
 - d. A current early childhood professional credential level II (2) or higher in version 3.0 as determined by the Colorado Department of Early Childhood based on its Early Childhood Professional Credential 3.0 Worksheet.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Verifiable education/training and work hours outlined above. Hours letters and transcripts or current early childhood professional credential of level 2 or higher as determined by the CDEC based Early Childhood Professional Credential 3.0 Worksheet.
- Ability to take CPR and First Aid training, Medication Administration training and other required trainings to meet CDEC competency requirements.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Operating knowledge of and experience with Microsoft Word, Excel, Google Online Applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E---mail, etc.
- Is flexible
- Ability to work cooperatively with supervisors and coworkers
- Ability to understand and follow complex oral and written instructions
- Ability to effectively communicate with staff, the school community, parents and the children in their care.
- Ability to meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a generally positive attitude
- Observes all district policies and procedures
- Oral and written communication skills
- English language skills
- Interpersonal relations 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

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | |
|------------------------|--|
| | POSITION TITLE |
| Reports to: | site program manager & Community Schools coordinator |
| | POSITION TITLE |
| Direct reports: | None |

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) | | | X | |
| 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 | | | X | |
| NOISE LEVEL: | Exposure Level | | | |
| Very quiet | | | | |
| Quiet | | | | |
| Moderate | | | X | |
| Loud | | | X | |
| Very Loud | | | | |

