

# Wayzata Kids Program Site Manager



BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt
			Unaffiliated - Level 3

## NATURE OF WORK

Responsible for the daily operations of the program at the assigned site. Responsibilities may include supervising Wayzata Kids staff and overseeing the implementation of program processes and procedures; adjusting curriculum based on student needs and mediating staff conflicts at the assigned site.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)

		FREQUENCY	BAND/ GRADE
1.	Supervises site staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 25%	B3
2.	Coordinates and supervises the program operation site at the assigned site which includes, development and implementation of student success plans, schedules, communication with families, resolving student and staff conflict, administering safety protocols, arranging and monitoring facilities. Develop and maintain a positive working relationship with all school personnel and community resource people (e.g. principal, custodian, secretary, social worker, community-based organizations and governmental agencies).	Daily 25%	B2
3.	Oversees the implementation of policies and procedures to ensure compliance with established processes.	Weekly 25%	B3
4.	Prepares and maintains a variety of reports related to daily activities and inventory utilization.	Daily 25%	B2
5.	Performs other duties of a similar nature or level.	As Required	N/B

## FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

## LEVEL OF DECISIONS

Decisions made at this level are predominantly operational in nature, dealing with the monitoring of clearly defined procedures and work methods. Incumbents may adjust and modify work processes as necessary to ensure successful operations, but generally do not define the goals and objectives of the work area.

## DIRECTION RECEIVED

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Incumbents apply procedures and standards to specific situations, and work under general direction as to how the objectives and goals are achieved.

### DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; may troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; may verify the work of others.

### TRAINING AND EXPERIENCE REQUIREMENTS

Associate's Degree in School-Age Care or related or related field; at least five years related experience; or an equivalent combination of education and experience.

### LICENSING REQUIREMENTS

- Incumbents in this class typically require:
- Crisis Prevention/ Intervention certificate.

### KNOWLEDGE REQUIREMENTS

- Supervisory principles;
- Training techniques;
- School-Age Care education principles and practices;
- Conflict resolution techniques;
- Customer service and public relations principles;
- Applicable local, state and federal laws, rules, and regulations.

### SKILL REQUIREMENTS

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Applying applicable laws, rules, and regulations;
- Providing customer service;
- Maintaining operational records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc.;
- Operating a computer and using applicable software applications.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
November, 2022	Reviewed by Director of Community Ed and Executive Director of HR

### NOTE

## **Wayzata Kids Program Site Manager**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.