



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: School Age Child Care Site Manager

F.L.S.A Non-exempt

REPORTS TO: School Age Child Care Coordinator

QUALIFICATIONS:

- Minimum of 60 college credit hours.
- Skilled in written and verbal communication.
- Ability and willingness to supervise associate teacher(s).
- Knowledge of child development and developmentally appropriate practices.
- Dependable and reliable in daily attendance.
- Able to lift 65 pounds to waist level on a regular basis.

ESSENTIAL JOB FUNCTIONS:

1. Provide a friendly and safe environment that encourages exploration and meets the emotional, physical, intellectual, and social needs of both the individual and the group.
2. Interact appropriately with the students and to encourage their involvement in activities.
3. Create, with the support of associate teacher(s), daily lesson plans based on curriculum.
4. Establish and maintain good written and verbal communication with parents on a daily basis as necessary.
5. Observe, record, and report significant individual and group behavior. Report other program/site/classroom needs to appropriate individuals.
6. Continue professional development as required by program and accreditation criteria.
7. Use developmentally appropriate practices and conflict resolution strategies.
8. Maintain all paperwork, records, and files as required.
9. Follow through with all instruction from supervisor(s).
10. Prepare materials and paperwork as required by program needs.

11. Supervise, support, and evaluate associate teachers as required. Keep associate teachers informed of all program goals and developments.
12. Understand and be able to demonstrate compliance with Accreditation Criteria.

ADDITIONAL RESPONSIBILITIES:

1. Inform the Program Coordinator of program or individual needs.
2. Perform other duties as required.
3. Work overtime as directed by supervisor.
4. Attend meetings as requested.
5. Adhere to all school district and program policies.