



PARRISH CHARTER ACADEMY

SOARING BEYOND EXPECTATIONS!

JOB DESCRIPTION

BEFORE & AFTER SCHOOL CARE DIRECTOR

Position	Reports To	Position Type
Before & After School Care Director	Principal	Hourly
Work Schedule	Salary Schedule	Last Updated
10-Month Position 3:00 p.m. – 6:00 p.m.	Bi-weekly - \$13.00 - \$16.00/hour	January, 2019

MAJOR FUNCTION:

This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. Resource and equipment management are integral components to make the position successful. Staff and member supervision is a key requirement; the Site Director must be able to implement activities, while maintaining program safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for managing and providing a safe, structured After School Care Program.
- Supervise, train, mentor, coach, and manage all staff, students and volunteers in the program at the site.
- Ability to create and implement fun, engaging developmentally appropriate activities in the areas of character development, project-based learning, STEAM/STEM, fitness and recreation, academics/enrichment.
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established procedures for notification to parents and administration.

- Maintain cleanliness in all program areas; including the upkeep of the equipment and facility, in an acceptable manner. Set-up and breakdown during the program day to contribute to ongoing efforts to keep the School orderly.
- Communicates with administration, staff, and parents on a regular basis regarding program activities.
- Design a site program schedule/calendar together with site team that includes a variety of educational, enrichment, and recreational activities that align with the school's requirements.
- Develop rapport and build relationships with faculty, staff and member families.
- Manages monthly, or as needed, the site calendar completion, supply order requests, binder set-up, enrollment rosters, and emergency contact information.
- Works with collaborative partners and other providers to implement programs that reinforce program success.
- Ability to lead and supervise fitness activities, monitor behavior, oversee curriculum activities and perform housekeeping responsibilities.
- Communicates effectively and in a professional manner with school administrators, school staff, parents and all other stakeholders on a regular basis regarding program activities.
- Ability to make programmatic changes based on organizational requirements.
- Ability to clearly convey messages regarding organizational policies, procedures and practices.
- Ability to recognize potential issues and apply established school procedures and problem solving methods as needed.
- Ability to observe staff and member behavior, assess its appropriateness and apply the appropriate behavior management technique, positive redirection, or corrective action as necessary in order to support positive behavior choices.
- Assists in marketing of programs for growth and retention.
- Supervise, train, mentor, coach, and manage all staff, students and volunteers in the program at the site.
- Ability to work with, develop, lead, mentor, and supervise youth ages 5 to 14 in small and large groups.
- Maintain comprehensive student and volunteer records and produce reports as required.
- Monitor and collect fees associated with the on-site program.
- Takes initiative in researching, proposing, and implementing fee-based programs.
- Uses appropriate technology in teaching and learning processes.
- Demonstrates positive classroom results and trends.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, or equivalent, and twelve months verifiable experience, either paid or volunteer, working with and monitoring school-aged children in an organized setting.

Applicant must be able to pass an FBI background check and reference check prior to being hired.

A valid First Aid and CPR certificate issued by an authorized agency **MUST** be obtained within three months of employment.