

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – SCHOOL AGE CHILD CARE ASSISTANT DIRECTOR

QUALIFICATIONS (MANDATED BY PA DEPARTMENT OF PUBLIC WELFARE)

Possession of a Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field OR

Possession of a Bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and one year experience with children OR

Possession of an Associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and two years of experience with children OR

Possession of an Associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and three years of experience with children.

SKILLS PREPARATION

Proficiency in computer operation and competence with related software.

Ability to interact professionally with employees and the public.

Ability to act and work independently, displaying decision-making skills as directed by the School Age Child Care (SACC) Director.

DUTIES AND RESPONSIBILITIES

Be responsible for the general management of the SACC program for the School District in the Director's absence.

Carry out the mission and philosophy of the School District's SACC program.

Communicate daily with SACC Director.

Assist Director with administrative planning and coordination of tasks.

Be responsible for the maintenance of staff training records including the tracking of Department of Public Welfare credits.

Assist with staffing of early dismissal, inservice, and snow day SACC programs.

Process all tuition payments and credit accounts.

Attend all required trainings and meetings.

Substitute for missing staff on an as needed basis.

Attend Emergency Management Association programs, including, but not limited to, Fire Safety, First Aide, and other orientation programs as directed.

Assist in conducting interviews of prospective employees of the SACC program.

Communicate pertinent information to site group supervisors.

Create and maintain a staffing schedule all SACC personnel.

Work with classroom teachers, school nurses, and transportation coordinator to ensure a seamless delivery of services for students and parents.

Assist in the planning of regular staff meetings and workshops.

Assist in the preparation and completion of all necessary paperwork and details needed for annual inspections.

Assist in the student application process, and work with parents in completing all necessary paperwork prior to admission.

Provide input to SACC Director for the purpose of staff evaluations.

Work a minimum of 30 hours per week (as per Department of Public Welfare regulations).

Discharge all other assignments as directed by the SACC Director and/or the Elementary Coordinator.

EVALUATION

Evaluation will be conducted annually by the School Age Child Care Director in the areas of skill preparation, job performance, and interpersonal skills.