

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

SITE MANAGER

QUALIFICATIONS:

- (1) Experience in child care or related field.
- (2) Supervisory experience preferred
- (3) **CPR and First Aid or be willing to obtain within 30 Days of employment. (added)**
- (4) Completion of thirty (45) hours HRS training required.
- (5) Good physical health.
- (6) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development. Ability to implement and operate appropriate programs for young children. Ability to establish and maintain positive relationships with staff, students and parents. Good oral and written communication skills. Basic mathematics skills.

REPORTS TO:

Coordinator, Community Education

JOB GOAL

To assist in providing an effective and successful child care program in accordance with rules and regulations.

SUPERVISES:

Activity Leaders

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage the day-to-day activities of the after-school extended day program and / or Summer Camp programs using established policies and procedures.
- * (2) Plan and implement group activities that contribute to the safety, care, growth, and development of children in the program and assure the child's care and protection.
- * (3) Supervise before and after school Extended Day staff and / or Summer Camp Activity Leaders.
- * (4) Meet parents, enroll children, collect fees and maintain all records related to Extended Day and/or Summer Camp staff and children.
- (5) Supervise meal time and clean up.
- * (6) Supervise general condition of all areas used by the Extended Day and/or Summer Camp programs, including upkeep and cleaning of these areas.
- (7) Maintain a friendly, objective relationship with parents, children, school personnel and Extended Day /Summer Camp staff.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

SITE MANAGER (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Salary Lane: Support QGZ

Approved 06/19/2018