

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: TIGER CARE SITE COORDINATOR

QUALIFICATIONS:

1. Sincere desire to work with elementary age students
2. Ability to communicate effectively with Employees and Parents/Guardians
3. Ability to keep good records in terms of attendance, accounting, and employee hours
4. Excellent organizational skills
5. Responsible; mature judgement
6. Ability to establish and maintain effective management and discipline
7. Excellent technology skills for program management

REPORTS TO: Child Care Coordinator

JOB GOAL: To administer, coordinate and supervise the Tiger Care Program district-wide which will provide quality, positive and educationally sound child care.

PERFORMANCE RESPONSIBILITIES:

1. Manages child care program; keeps attendance records, accounting records, and employee hours.
2. Assists in recruiting, screening and hiring appropriate employees to work in Tiger Care Program.
3. Establishes and maintains procedures that contribute sound management and positive discipline in the program.
4. Works with individual building principals to run the on-site program to the will and needs of the building.
5. Manage on-line database program for the Tiger Care Program.

PHYSICAL DEMANDS: Be able to lift up to 50 pounds.

TERMS OF EMPLOYMENT: "At will" employment; compensation at an hourly rate paid monthly from time sheet.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated Annually by the Childcare Coordinator and/or Early Childhood Director

APPROVED BY SCHOOL BOARD: February, 21, 2019