

## JOB DESCRIPTION

### EXTENDED DAY PROGRAM – ASSISTANT SITE DIRECTOR

**SUPERVISOR:** School Principal, EDP Site Director

**SUPERVISES:** EDP Staff Members  
Students

**GOALS:** The Program Assistant Site Director will:

1. Perform administrative duties as assigned
2. Assist in guiding staff and community development
3. Assist the Site Director in providing competent day care supervision that allows for the intellectual, social, and emotional growth of the individual student
4. Assist in planning and implementing the curriculum in accordance with school system policies

**DUTIES:**

1. Administrative
  - a. Promote and adhere to the established Extended Day and school system policies
  - b. Attend one or more in-service training sessions each year
  - c. Maintain a file in an easily accessible location, containing all student emergency, health, insurance, and attendance records, as well as all pertinent employee records
  - d. Prepare and distribute a school level Parent Handbook
  - e. Participate in the hiring, training, and evaluation of other EDP staff members
  - f. Schedule, plan, and provide in-service training for staff members
  - g. Maintain a portfolio of in-service training opportunities in which staff members participated (to include such items as agendas, workshop information, sign-in sheet/list of participants/certificates, overview of which employees are trained in what areas)
  - h. Secure qualified substitutes when necessary

## **JOB DESCRIPTION (Continued)**

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- i. Prepare employment application form for all new substitutes and support teachers
  - j. Keep a daily log of personal activities to be reviewed by the program supervisor(s)
  - k. Collect tuition and registration for each student
  - l. Apply and maintain records for student insurance and coverage
  - m. Maintain accurate financial records and deposit monies on a daily basis
  - n. Disseminate finance reports as required
  - o. Assign duties to other staff members
  - p. Perform any other duties assigned by the program supervisor(s)
2. Staff and Community Development
    - a. Foster an attitude of mutual respect and responsibility between the administration and the staff
    - b. Act as a liaison between the Program personnel and the school system personnel
    - c. Establish and maintain positive relations between the Program and the community through parental conferences and a continual informal assessment of community needs
    - d. Participate in professional meetings and workshops
3. Extended Day Supervision
    - a. Conduct constructive, competent supervision during Extended Day hours in the morning until the duty teacher arrives and from the end of the school day until 6:00 P.M. or until all students are picked up
    - b. Monitor student arrival and departure
    - c. Have parents sign children out on a daily basis
    - d. Hold accountable any student displaying disorderly, disruptive, or abusive behavior to the extent of immediate, permanent dismissal from the Program
    - e. Supervise appropriate action for sick and injured students

## JOB DESCRIPTION (Continued)

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- f. Establish and implement monthly emergency evacuation procedures
- g. Supervise clean up at the end of each morning and afternoon session
- h. Report to school principal (immediate supervisor)

#### 4. Curriculum

- a. Plan and implement with the Support Teacher(s) meaningful activities for students on a monthly basis taking into account individual student interest and capability
- b. Coordinate and supervise the implementation of the program's activities in conjunction with the other staff
- c. Design and publish monthly activities sheet that may be distributed to parents in advance
- d. Supervise or conduct daily study sessions

#### 5. Assumption of Site Director's Duties

- a. Assume the duties of the Site Director during his/her absence. If necessary, temporarily shift duty assignments and secure a substitute to fill the temporarily available duties of Extended Day.
- b. Request any necessary assistance from the school Principal or Administrator.

**QUALIFICATIONS:** In accordance with State Guidelines, an employee must be a mature competent person, at least twenty-one (21) years of age and of good reputation, who can combine the duties of administration/supervision with the duties of providing an environment conducive to the physical, emotional, and social growth of children.

Reviewed and agreed to by: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

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