

School Age Care Site Manager

Purpose Statement

The job of School Age Care Site Manager is done for the purpose/s of for the purpose/s of overseeing the Kid's Zone on-site staff and providing support to the instructional program within assigned building with specific responsibility for organizing and directing age-appropriate activities for Kindergarten through 5th grade age students, preparing and serving snacks; providing assistance with homework; and assisting in maintaining a clean and safe learning environment for students.

This job reports to the Director of School Age Care

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of handling emergency situations and meeting immediate health care needs.
- Communicates with parents daily (e.g. incident reports, disciplinary action, attendance, etc.) for the purpose of conveying information and/or receiving information appropriate to students.
- Delivers children directly from/to parents, guardians, or designee for the purpose of ensuring safety of children and meeting established custodial guidelines.
- Leads on-site staff meetings, trainings, and special events of the program for the purpose of receiving information and conveying information related to the program.
- Maintains program equipment and work areas (e.g. toys, games, instructional tools, etc.) for the purpose of ensuring availability of items and/or providing a safe learning environment.
- Monitors individual and/or groups of students in a variety of settings (e.g. snack time, group or individual games, playground activities, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating in learning activities with children.
- Organizes and monitors appropriate activities (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing play and academic concepts.
- Promotes good habits for the purpose of improving the quality of student outcome and encouraging student development.
- Provides coaching to on-site Kid's Zone staff for the purpose of addressing concerns and improving staff performance.
- Supervises on-site Kid's Zone staff for the purpose of maintaining staff performance expectations and providing effective guidance to students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and controlling and motivating students.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; policies and procedures related to LKZ and LPS; and positive reinforcement techniques.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working flexible schedules and daily events; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): Community college and/or vocational school degree with study in job-related area.

Education (Preferred):

Equivalency: Minimum of 60 college credits required. College credits may be substituted by relevant work experience.

Required Testing

None Specified

Certificates and Licenses

CPR/First Aid Certificate, required within 90 days of employment

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

11/17/2021

Salary Grade

See Classified Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees

may be enhanced.