

Position: Before and After Care Site Supervisor

Job Summary: The before-and-aftercare site Supervisor is responsible for the overall management and supervision of the before-and-aftercare program. This role involves creating a safe, engaging, and supportive environment for students, leading staff, managing daily operations, and fostering strong communication with parents and school personnel.

Qualifications/Minimum Requirements:

1. 30 Semester hours of college credit.
2. Pleasant personality and neat appearance.
3. Must be able to supervise and engage with children in both indoor and outdoor settings.
4. Experience in record-keeping.
5. Ability to maintain confidentiality.
6. Emotionally and physically able to perform duties required of the position.
7. Have a good command of the English language.
8. Have a basic knowledge of first aid and health procedures.
9. Possess general knowledge of office equipment.
10. Strong leadership and organizational skills.
11. Excellent communication and interpersonal skills.
12. Ability to manage multiple tasks and prioritize effectively.
13. First Aid and CPR certification preferred.
14. Knowledge of local, state, and federal regulations related to child care and education.

Reports to: Building Principal/ Director of Early Childhood

Responsibilities:

- Assist in the Before and After Care programs by providing supervision and balanced activities to meet the needs of parents and children outside of regular school hours.
- Maintain accurate records as required for on-site program implementation.
- Assist in designing and implementing developmentally/ individually appropriate activity-based learning experiences for school-age children.
- Assist in planning and implementing activities that meet the physical, emotional, intellectual, and social needs of the program's children.
- Provide nutritious snacks, including preparation and cleaning up afterward.
- Provide adequate equipment and activities.
- Ensure equipment and the facility are clean, well-maintained, and safe at all times, including before, during, and after sessions.
- Prepare and maintain the learning environment.
- Set up art materials and clean up afterward.
 - Put away children's artwork when dry.
- Sharpen pencils, cut paper, check supplies in the classroom, and replace them when needed.

- Help keep the closets and storage areas orderly.
- Assist in the development and implementation of culturally appropriate programs and activities.
- Be familiar with emergency policies.
- Incorporate family resources, priorities, and concerns into the before and after-care curriculum.
 - Provide parents with ongoing informal information.
 - Discuss identified problems and needs with other professionals as appropriate.
 - Promote literacy and education.
- Facilitate positive interaction between children and adults, recognizing diversity as a strength in
 - children and families.
- Participate in professional development plans.
- Active participant in staff meetings, generating and exchanging ideas, goal setting, and sharing the responsibility for all children enrolled.
- Monitor for safety on playgrounds and indoors per District safety protocols.
- Supervise children in the before and aftercare program.
 - Ensure children are supervised at all times.
 - Actively engage in learning experiences with the children during class time.
 - Supervise children in the bathrooms.
 - Supervise children during outdoor play.
 - Supervise and assist children during snack time; open containers, clean up spills and clean up afterward.
- Address behavioral issues promptly and effectively, implementing positive behavior management strategies.
- Create an inclusive and welcoming environment for all students.
- Establish routines and provide positive guidance.
- Clearly and effectively communicate in a manner that children understand.
- Observe children and make a note of their progress.
- Maintain accurate reports of business records required for program implementation.
- Maintain attendance records.
- Provide payment receipts to parents.

Working Conditions:

- This position requires extended hours, including early mornings and evenings, to cover program hours.
- Must be able to lift and carry up to 25 pounds.

Terms of employment:

- Working days consist of days when school is in session.

Five hours per day, five days per week (2 hours in the am and 3 hours in the pm), 174 days per year.