

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Site Director – Extended Day

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### EDUCATION AND EXPERIENCE

The site director shall have a high school diploma or equivalent, ability to pass the instructional aide proficiency test supplemented by completed college-level course work in child development preferred and two years of increasingly responsible experience at a school site.

### SUMMARY

Under direction of the Supervisor of Curriculum and Instruction, responsible for the day-to-day operation of the site; coordinates community involvement in the activities; provides for the recreational and custodial needs of children; provides opportunities for study of assigned schoolwork; maintains health and safety standards; and does related work as required in a school age extended-day program.

### SPECIFIC RESPONSIBILITIES

1. Implements the site program under the direction of the Supervisor of Curriculum and Instruction.
2. Communicates program needs to Supervisor of Curriculum and Instruction.
3. Acts as liaison between the extended-day program and the school site principal.
4. Communicates with the parents regarding the program and the individual needs of their child.
5. Completes daily lesson plans and turns them in monthly.
6. Supervised all staff assigned to the site.
7. Attends staff training and meetings.
8. Completes daily attendance and record keeping procedures.
9. Supervises on the on-site enrichment classes.
10. Completes additional assignments as required to maintain a quality program.
11. Maintains health and safety standards and provides a positive experience for the children.
12. Performs other related tasks as assigned.

### SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- First Aid;
- knowledge and understanding to relate to the needs of students and parent of different ethnic, cultural, educational and socio-economic backgrounds.

Approved: 04/26/94

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04/26/05 jy/gS

Ability to:

- Organize and implement a recreational program for school-age students in an extended day child-care setting;
- to supervise and coordinate the work of teachers, aides and volunteers;
- to communicate effectively with parents and staff and to provide a positive image for extended day-care students.

Approved: 04/26/94

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