THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE:	School Age Child Care Supervisor
JOB CODE:	KK-136
CLASSIFICATION:	Exempt
PAY GRADE:	20
BARGAINING UNIT:	BTU-TSP
REPORTS TO:	Principal or designee
CONTRACT YEAR:	196 or 216 or 244 Day Calendar

POSITION GOAL:
To oversee the Before and After School Care on-site childcare program so that it is conducted in a safe and enriching manner for the program participants and follows the BASCC Quality Standards.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The School Age Child Care Supervisor shall carry out the performance responsibilities listed below:

- Adhere to Before and After School Child Care Quality Standards.
- Coordinate all activities related to the program and lead all staff in planning, carrying out, evaluating curriculum activities in coordination with program evaluation, and scheduling or developmentally appropriate activities for children.
- Implement curriculum that provides age-appropriate activities.
- Implement effective discipline practices within the guidelines of The School Board of Broward County, Florida.
- Oversees the direct supervision of children to ensure safety and security of children at all times.
- Supervise storage, disbursement and inventory of materials and supplies.
- Recruit and supervise personnel and delegate responsibilities to program staff.
- Interact effectively with children, staff and parents and provide consistent communication to parents regarding policies, responsibilities, and special events of the program.
- Establish and maintain an effective system to ensure accuracy and confidentiality of all records.
- Collect and maintain accountability of fees to ensure program financial self-sufficiency.
- Monitor/record daily attendance at the beginning of each session, utilizing updated absentee lists from the school.
- Monitor and enforce safe procedures for child pick up by authorized family members/guardians.
- Serve as the program designee for parent/child conferences.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program.
- Minimum of five (5) years of experience and/or training in a field related to the title of the position.
- Current First Aid/CPR certification and National or State Child Development Associate Credential (CDA) required.
- Must successfully complete within the first year of employment the Before and After School Child Care Department's Supervisor's Training and within six (6) months BASCC Comprehensive Component I and II.
- Must take at least 10 hours of additional BASCC approved training yearly.

- Demonstrated skills in written and verbal communication.
- Proven ability to work effectively with adult staff and parents.
- Computer skills required as needed for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:
- An earned Associate's Degree or 60 semester hours of college credit from an accredited institution.
- Minimum of three (3) years of experience and/or training in a field related to the title of the position.
- Specialty in School Age Child Care preferred.
- At least 12 hours in Child Care related courses preferred.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

PHYSICAL REQUIREMENTS:
Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board policy.

Board Adopted: 3/16/04
Revised: 7/15/14
Calendar Change