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**Job Title:** After School Child Care Site Supervisor

**Supervisor:** Reports to Building Level Principal

**Terms of Employment:** 180 days

**Job Summary:**

Position plans, coordinates, and directs all activities of the After School Child Care Program. As the site supervisor, the position reports directly to the building level principal.

**Essential Duties:**

1. Monitor the general welfare and safety of all children.
2. Plan and coordinate activities for staff and children.
3. Collect and receipt fees.
4. Collaborate with the principal in hiring and evaluating staff.
5. Lead orientation for new staff members, including school policies and the guidelines for the program.
6. Concerns of staff and students.
7. Order and maintain supplies.
8. Contact parents when necessary.
9. Conduct meetings with the staff.
10. Supervise and assign personnel specific duties.

**Other Duties:**

Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Associates, Paraprofessional Assessment or 60 College Credit Hours.
2. Certification in Red Cross first aid and CPR.
3. Ability to work effectively with people.
4. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.



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### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone;
- And speak in audible tones so that others may understand clearly in person and on the telephone.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Pay Grade: 104**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***