

Job Title: **BASE Assistant Site Director**
 Job Family: **BASE, Preschool & After School Programs**
 Pay Program: **Classified**
 Typical Work Year: **10 months**

Job Code: **1064**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G9**

SUMMARY: Assists in the daily operations of the District Before and After School Enrichment (BASE) Program. Lead and support children in the BASE Program during educational and recreational activities and field trips. Duties include implementing age-appropriate and educational activities for students; ordering supplies; providing direction, guidance and assistance to staff and students; effectively handling student discipline situations; ensuring student safety and security; communicating with parents, staff, teachers and site director; opening, closing and securing school building; preparing snacks; cleaning BASE areas; recording attendance; assisting sick or injured students; assisting BASE Program Site Director with supervision of staff. Acts as BASE Site Director in their absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist with ordering and purchasing supplies and snacks, taking student attendance, monitoring enrollment, ensuring daily safety of children, maintaining staff-to-child ratio, and effectively handling student discipline. Record attendance and contact parents regarding absent students. Ensure daily safety of children and monitoring staff-to-child ratio.	D	25%
2. Supervise, support, guide and assist students during crafts, art projects, games and other activities to provide developmental stimulation and meet student needs. Create interesting educational activities to engage the interest of students. Monitor student behavior during activities, effectively handle student discipline situations and encourage and support positive behavior. Help ensure implementation of Section 504 and Individualized Education Plan (IEP).	D	25%
3. Assist with billing, collection of tuition payments, preparing bank deposits, submitting remittance advice forms, and follow up on delinquent accounts. Assist families using the Child Care Assistance Program (CCAP) attendance tracker. Assist with student enrollment forms, student behavior documentation, and injury/incident/lost child reports other district or state reports.	D	10%
4. Observe the children and monitor the safety and security of the building at all times to ensure child health and safety. Assist in the management and record keeping of student medications, and health care plans. Distribute medication to students as directed and provide general First Aid and CPR when needed.	D	10%
5. Assist Site Director with developing and supporting BASE program staff including mentoring, training, assigning workload, addressing complaints, and resolving problems. Contribute to the completion of employee performance evaluations. Assist with maintaining staff and student files per state and district guidelines. May be responsible for review, approval, and verification of reported time using the district time and labor system or supplemental timesheets.	D	5%
6. Communicate program information and respond to phone calls, emails and written correspondence to school administration, staff and parents in a prompt and timely manner. May assist with preparing monthly newsletters, field trip bus requests, permission forms, and parent communication through the department financial and attendance system. This may include, but is not limited to, text messages, emails, monthly statements, and pertinent program information. Attend and participate in assigned meetings, including meetings in the absence of the Site Director.	D	10%
7. Assist the Site Director in monitoring all areas of the site budget using the district financial system. As assigned, reconcile and prepare reports following district guidelines as related to payroll, Monthly Status Report (MSR), voucher request, transfer of expenditures, and purchasing card.	D	5%

8. Secure building, equipment and program per district and department guidelines. Help ensure areas and equipment used by the program are cleaned and maintained.	D	5%
9. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Must be qualified for a BASE Site Director or be able to become qualified within 90 days of hire.
- Must be at least 21 years old.
- Must meet or exceed the education and experience requirements for a School-Age Child Care Center Program Director as established by the Colorado Department of Human Services:
 - Four-year college degree with a major in recreation; education with specialty in art, elementary or early childhood education; or a subject in the human service field. Copy of transcript required.
 - OR Two years of college training and 6 months (910 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of four or more children. Copy of transcript/certificate and employer letter outlining employment verification.
 - OR Three years (5460 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of 4 or more children and completion of 6 semester hours or 9 quarter hours or 40 clock hours of training in course work applicable to school age children within the first 9 months of employment. Copy of transcript/certificate and employer letter outlining employment verification.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must complete current state required annual continuing education (presently a minimum of 15 hours) related to one or more of the following: child growth and development, health and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.
- CPR, First Aid and Universal Precautions certifications required within 90 days after entering position. Additional medication administration required as needed.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, etc. required within (1) month after entering position.
- Operating knowledge of district information technology systems, including the financial accounting system, and any other department specific software and equipment required within 3 months after entering position.
- Operating knowledge of Microsoft Office products and Google applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	BASE Site Director	1052

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	No direct reports		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has budget responsibilities as directed by the BASE Site Director
- Serve as BASE Site Director in their absence.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	