Job Title:	QUEST Site Supervisor	**Wage/Hour Status:**	Exempt
Reports To:	QUEST Program Coordinators	**Pay Grade:**	
Dept. /School:	Assigned QUEST Campus	**Date Revised:**	09/14/2026

Primary Purpose:

Facilitate the efficient operation of the MISD QUEST program assigned by the administration team.

Qualifications:

Education/Certification:

High school diploma or GED
Meet the Child-Care Licensing Site Supervisor Qualifications
Associated Degree or Child Development Associate (CDA) preferred

Special Knowledge/Skills:

Create and maintain a welcoming environment with all customers
Effective organizational, communication, and interpersonal skills
Ability to work well with children, parents and co-workers
Ability to follow verbal and written instructions
Positive customer service skills
Must meet all Texas Child-Care Licensing Regulations/Minimum Standards

Experience:

2-3 years' experience in education or child care program

Major Responsibilities and Duties:

1. Greet and assist parents, instructors, and students.
2. Maintain accurate administrative records.
3. Preform general clerical duties
4. Enroll children into the program and provide orientation to the parents.
5. Supervise the implementation of lesson plans to ensure a productive classroom environment.
6. Accurately maintain and update staff and student files.
7. Assist in ordering, storing and distribute supplies and equipment as needed.
8. Maintain emergency drills including monthly fire drills and severe weather drills.
9. Uphold a strict knowledge base of Texas Child-Care Licensing Regulations/Minimum

Standards, district and school policies.

10. Report suspected child abuse and neglect to the appropriate administrator and law enforcement agencies according to guideline in the Texas Department of Family and Protective Service.
11. Coordinate events with campus principal.
12. Provide leadership for QUEST staff.
13. Provide feedback and up to date communication to Program Director.
14. Provide feedback to parents regarding their child as needed.
15. Maintain student/caregiver ratio at all times.
16. Report all incidents/accidents to Program Director in a timely manner.
17. Maintain daily responsibility for on-site QUEST program.
18. Participate in in-service training, meetings and special events as needed.
19. Other duties as assigned.

Supervisory Responsibilities:

QUEST Campus Activity Instructors

Equipment Used:

Program sports equipment and supplies assigned to the QUEST program

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.