

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: Child Care Site Manager

QUALIFICATIONS: Degree in Early Childhood Education or Elementary Education or verifiable experience in working with elementary or middle school aged children as a care giver, teacher and/or administrator

REPORTS TO: Program Service Supervisor

JOB GOAL: To plan, organize and supervise an after school, holiday, and summer child care program that will provide quality care that will be safe, affirming, enjoyable and enriching to children.

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Directs the program and staff in such a manner that the above goal is accomplished.
2. Supervise the planning, organizing and presenting of the program by the staff.
3. Make recommendations to the Program Service Supervisor concerning program and personnel needs and problems.
4. Responsible for the implementation of policies for the program.
5. Responsible for the collection of fees, writing of receipts, recording and maintenance of records, and planning of field trips in coordination with the Program Service Supervisor.
6. Responsible for staff training, supervision, and scheduling.
7. Protects the health and safety of children on the playground and in the building at all times.
8. Supervise the upkeep and cleanliness of the facility.
9. Orders supplies and materials essential to an effective program and see that they are cared for and used appropriately.
10. Establishes and maintains a level of rapport with students that results in students being shown that all individuals are deserving of respectful and dignified treatment and promoting a healthy self-concept in all students.

11. Demonstrates a positive and technically competent set of parent/community relations' skills including oral communication and written communications concerning the program.
12. Participates in school co-curricular programs, school and district program improvement efforts, participation in community and parent groups, and abides by and promotes high ethical standards.
13. Participates in professional growth activities that lead toward enhancing professional qualifications.
14. Models appropriate personal characteristics and work habits for students.
15. Performs other such duties as required and/or assigned by the Program Service Supervisor.