



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title**

Childcare Site Supervisor

**Department:**

Community Education

**Immediate Supervisor:**

Cardinal Kids Club Coordinator

**Grade:**

14

**FLSA Status:**

Non-Exempt

**Job Summary**

The site supervisor assists the program Coordinator in providing leadership for Cardinal Kids Club childcare program by providing appropriate academic, social and recreational opportunities to meet the assessed needs of the students. The site supervisor is responsible for assisting the coordinator with the following programs:

Cardinal Kids Club childcare (serving grades K -5th)

Little Cards Childcare (serving preschool children ages 3 and older)

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides general daily oversight of the program site for staff and students in the daily conduct and daily activities for the program.
  - a. Assigns staff daily activities and functions based on the program curriculum and management plan
  - b. Communicates with building personnel and parents
2. Actively participates in the implementation of the daily program curriculum and activities
  - a. Is directly engaged in the implementation of the curriculum/activities
  - b. Participates and assists staff in implementing activities and interacting with students in relationship building
  - c. Works directly with students with in the childcare program on a regular basis.
3. Provides direct supervision of the children in the program
  - a. Is responsible for direct child or youth supervision
  - b. Is responsible for creating a safe environment
  - c. Reviews and implements procedures according to SAC and DHS policies
4. Performs routine "core" clerical duties such as:
  - a. Provides customer service duties such as assisting customers, providing routine information or assisting staff and students with information or materials
  - b. Assists customers via phone or walk in with registration or program questions.

- c. Answers phones, copies materials, types notices, memos
- d. Maintain student enrollment, schedules, registration data, including withdrawals, and accurately enter data in CE software system.

5. Performs other related duties as assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- AA degree or the completion of a combination of district training programs, experience, and course work of an equivalent nature and level to perform the requirements of the work.

### **License/Certification Requirements:**

- No certification or licensure requirements needed to gain entry into the classification

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of practices, techniques and fundamentals of preschool and school age care programming and services.
- Fundamentals of supervision and supervisory techniques.
- Knowledge of SAC, DHS and early childhood program operational policies and procedures

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and the public
- Skilled in word processing and the use of standard business word processing software and applications used in preparing, formatting correspondence and generating business standardized reports and forms for Community Education programs
- Skilled in assigning work
- Oral and written communication skills
- Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff
- Implementing site activities in accordance with curriculum standards

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Light work, exerting up to 25 pounds of force occasionally and 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.