



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

RIVER VALLEY REGIONAL YMCA SCHOOL AGE SITE SUPERVISOR JOB DESCRIPTION

Job Title: **School Age Site Supervisor**

Branch Location: **Eastern Lycoming**

Reports to: **Childcare Director**

FLSA Status: **Non-Exempt**

Salary Range:

POSITION SUMMARY:

The responsibilities of this position are many and varied and will be determined by factors such as the number of children enrolled, ages served, hours of operation, and specific requirements of each school. The Site Supervisor is in charge of a designated room or area generally located in a local elementary school building. This person is usually required to work a split shift and is responsible for opening and closing the site. This person will plan, implement, and supervise a daily program of activities that reflect the needs and interests of school age children in a before and after school child care setting. The Site Supervisor will establish and maintain a positive relationship with the children, parents, school teachers, and the school district personnel. The Site Supervisor is hired to either work the nine month position following the school districts year or the three month summer program. The Site Supervisor may choose to work both programs.

QUALIFICATIONS:

1. Completion of an undergraduate program at an accredited college or university with a Bachelor's Degree and/or teaching certification in Early Childhood Education, Child Development, Special Education, or Elementary Education OR the completion of an undergraduate program at an accredited college or university with an Associate's Degree, or its equivalent, in Early Childhood Education, Child Development, Special Education, or Elementary Education the completion of an undergraduate program at an accredited college or university with a CDA and two (2) years' work experience related to the care and development of children.
2. Compliance with Act 33, to include documentation of Child Abuse History (Form CY-113) and Criminal History (Form SP4-164) and FBI fingerprinting.
3. Biennial physical examination and initial TB (Mantoux) Test and freedom from any infectious or communicable disease.
4. Ability to work with and relate well to young children and coworkers.
5. Ability to supervise adults.
6. Successfully complete the New Staff Orientation and mandated reporter training before starting in the classroom.
7. CPR, First Aid, AED certifications within 30 days of hire date.
8. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
9. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

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Supervisory Responsibilities:

The School Age Site Supervisor supervises the assistant teacher(s) in their classroom. All department staff are responsible for each other's safety and well-being.

ESSENTIAL FUNCTIONS:

Plan and implement a developmentally appropriate program using the YMCA School Age Care Curriculum.

1. Prepare and execute weekly lesson plans based on a weekly, bi-weekly, or monthly themes. Appropriate learning standards must be documented in the lesson plans.
2. Be aware of and responsive to various ages, developmental levels, and interests of enrolled children when planning activities.
3. Provide daily opportunity for outdoor activity (weather permitting).
4. Plan and implement a minimum of one structured activity per day.
5. Set rules and limits with all children and post in a prominent location.
6. Establish discipline techniques that are firm, consistent, and fair to all children.
7. Identify children who may have special needs and assist the child in gaining acceptance among peers.
8. Uses positive approaches to help children behave constructively.
9. Have meaningful interactions with children on a consistent and regular basis.
10. Provide a variety of choices, experiences, and opportunities for all children.
11. Demonstrate characteristics of a positive role model.

Maintain open communication with parents and school district personnel

12. Prepare and distribute a monthly newsletter for parents.
13. Conduct parent conferences within 45 days of enrollment, at least twice during the school year and as needed.
14. Respond to questions, concerns, or complaints in a professional and timely manner; not in front of the children or when scheduled to be involved with the group.
15. Share pertinent program and child information with parents and/or the school district on a regular basis via notes, posters, newsletters, or verbal communication.
16. Act as a responsible advocate of the YMCA.

Provides supervision of assistant teacher(s)

17. Conduct biannual formal evaluations of assistant teacher(s) providing guidance, direction, and support on a regular and ongoing basis.
18. Work cooperatively to assign duties and responsibilities of all staff.
19. Communicate and work cooperatively as a team to promote the site in a positive fashion.
20. Conduct staff conferences when necessary to identify problems and seek solutions.
21. Actively involve and solicit input/ideas of assistant teacher(s) into program planning and development.

Perform reporting functions

22. Accurately record and maintain weekly and monthly attendance and meal counts.
23. Plan monthly breakfast and snack menus according to the CACFP guidelines.
24. Utilizes the ADP time system. If access is unavailable then maintain an accurate time sheet. Calculate and approve the assistant teacher(s) time sheet if they do not have access to ADP. Turn in weekly. *Every effort should be made to use the ADP system!
25. Submit weekly attendance and payments to the school age director at the beginning of each week.
26. Submit monthly attendance and meal counts, menus, lesson plans, accident reports and tracking form, illness tracking form, and health and safety checklist by the second business day of the new month. All items should be placed in the sites monthly envelope .
27. Report accidents to the school age director immediately by phone and submit accident reports in written form within 24 hours.
28. Report changes in addresses, phone numbers, place of employment, and emergency contact numbers to the school age director.

Insure a safe and healthful environment

29. Supervise children in all settings and at all times. Be aware of the number of children in care at all times.
30. Eats with children modeling proper table manners and sharing the same menu .

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31. Safely escort children to and from school, where applicable.
32. Insure strict confidentiality of any and all pertinent information concerning children and their families.
33. Administer First Aid as necessary.
34. Maintain a properly stocked First Aid Kit.
35. Check the school office and phone the parent if an after school child who normally attends does not come to a designated meeting place.
36. Administer medication if necessary and record on a daily medication log.
37. Conduct and record fire drills every 60 days (at a minimum).
38. Be aware of and carry out all licensing requirements as outlined in DHS's Licensing Handbook for Child Care Centers.
39. Insure that emergency contact sheets are updated every 6 months and any changes are reported to the school age director.
40. Insure that emergency information and the First Aid Kit accompany children at all times when leaving the premises.

Carries out supplementary and planning responsibilities:

41. Obtain food from the YMCA. Order any additional food from the cook. The cook must have at least two days notice and any special orders must be picked up the day they are delivered.
42. Maintain neatness and cleanliness of SACC area. Helps with maintaining cleanliness of classroom (washes tables before and after snack, sweeps floor, cleans up any spills promptly, etc.)
43. Attend and participate in a monthly staff meeting.
44. Attend and participate in all required trainings.
45. Secure the building at sites which have keys to open and close.
46. Maintain appropriate levels of supplies at the site.
47. Prepare and serve daily breakfast and snacks following the CACFP guidelines.
48. Complete a quarterly service project.
49. Maintain accurate and complete records and files on enrolled children including physicals, immunizations, emergency contacts, and parental consents.
50. Control unauthorized access and use of program food, supplies, and equipment.
51. Maintain inventory of all site equipment, toys, games, and materials.
52. Maintain petty cash account, process receipts with petty cash slips, and identify items purchased and intended use.
53. Be available to work on school scheduled inservice days and vacations, snow delays, early dismissals, and school closings as required by the school age director.
54. Assure the site is operated within YMCA Child Care Services guidelines and in accordance with contractual agreements at each site.
55. Follows appropriate dress code set forth by the agency.
56. Adheres to policies and procedures as outlined in the Employee Handbook and Policy and Procedure Manual.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for children and families.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Communication: Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience. Communicates effectively with different audiences at all levels in the organization, easily adapting his/her approach and the focus of his/her message to the audience.

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PHYSICAL DEMANDS:

1. Ability to plan, lead and participate in activities.
2. Ability to lift a minimum of 35 pounds.
3. Ability to stand for long periods of time.
4. Ability to interact with the children on their level.

Declarations:

1. This job description is not all-inclusive and the School Age Lead Child Care Teacher will also perform other reasonably related duties assigned by immediate supervisor and other management personnel.
2. The Association reserves the right to review or change the job responsibilities of this position to meet the needs of the Association as those needs continue to change.
3. This job description does not constitute a written or implied contract of employment.

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Employee Acknowledgement

1. I acknowledge I have read and understand the job description for **School Age Site Supervisor**.
2. I understand that it is my responsibility to comply with this job description.
3. I understand that I should consult my supervisor regarding any questions I may have in reference to this job description.
4. I understand that this job description may be revised at any time without prior notice. All changes will be communicated to me and a new job description will be available for my review and signature.
5. A copy of this signed acknowledgement will be included in my personnel file.

Printed Name of Employee

Signature of Employee

Date