

## **After School Site Director**

**Job Title:** After School Site Director  
**Department:** Instructional Support  
**Reports to:** Community Education Coordinator  
**Classification:** Non-exempt  
**Category:** Support Staff

### **Summary**

A site director supervises the activities of children at the school site and ensures that the established philosophical principles, educational curriculum, safety and conduct procedures of program are followed.

### **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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Directs all work activities of the after school program.
- Manages students and provides a safe and healthy environment. Plans activities which foster physical and intellectual growth and development and creative expression. Documents discipline problems. Effectively maintains attendance using administratively determined method.
- Maintains proper communication with children and parents in the program.
- Oversees the contact of substitutes in case of illness. Provides instructions to the substitute so program quality and safety is maintained. Responsible for staffing the morning/afternoon program, snow/heat days, and any other days the after school program is in session to meet state requirements.
- Provides written information, purchase supplies as directed by the Community Education Coordinator.
- Develop and maintains positive working relationships with key building staff members, such as the building principal, custodians, teachers, and food service workers.
- Oversee the children enrolled in the program and the staff from time of school dismissal until the last child leaves each day.
- Responsible for sole supervision of students when enrollment is 16 or less at any time, excluding AM program and Fridays or pre-planned activities.
- Participates in planning and implementation of ongoing in-service and career development for all program staff, which includes orientation for new personnel; classroom observation; professional growth workshops, conferences and classes, visiting other programs and current certification in first aid and/or CPR.
- One program staff member will check the mailbox at Eugene Field daily to confirm enrollment.
- Attend in-services required for certification.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### **Supervisory Duties**

Supervise students at all times.  
Supervise youth development workers.

## **After School Site Director**

### **Qualifications**

**Education** - Degree in related area preferred. Must meet requirements of Missouri Department of Health, Day Care Licensing Units.

**Must be** physically, emotionally, and mentally able to perform the activities outlined in the daily and weekly schedule.

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:  
Read and comprehend simple written and oral instructions, short correspondence and memos.  
Write short correspondence and memos.  
Communicate one on one and in small groups.

#### **Reasoning**

An individual who holds this position must have the ability to:  
Understand and follow verbal and written instructions.  
Occasionally solve problems involving concrete variables within standardized situations.

#### **Technology**

Basic computer skills including word processing and data entry.

### **Physical Demands**

*The physical demands described here 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 essential functions.*

An individual who holds this position:  
Is frequently required to stand, stoop, bend and kneel.  
Must have both close and distance vision.

### **Hearing**

The employee must be able to hear a conversation in a noisy environment.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor activities.