

Gulf Shores City Schools

JOB DESCRIPTION

JOB TITLE: After School Childcare Site Manager

RESPONSIBLE TO: 21st Century Program Director; Principal

JOB GOAL: Planning, implementing and managing an effective, child-centered After School Childcare Program during the school year and summer.

MINIMUM QUALIFICATIONS:

- Applicants must hold a current valid Alabama teacher certificate.
- All new employees must submit to a background check including a fingerprint check.
- Employment is contingent upon clearance received from the Alabama State Department of Education.

DUTIES AND RESPONSIBILITIES:

- Serve as Site Manager of the After School Program.
- Ensure that a designee is named any day that you will not be working. The designee will work at his/her regular rate of pay. The designee will not be assuming all of your duties and responsibilities.
- Exhibit knowledge of ASCC procedures as stated in Parent and Staff Handbooks.
- Ensure that all incidents and accidents as well as any formal disciplinary measures taken are reported.
- Plan and organize regularly scheduled structured activities that include educational activities and outside time.
- Plan ASCC activities around small, age-related groups, and assign staff for groups as provided by program ratios.
- Plan and schedule homework time (can also include a reading time for older children or a story time for younger students – after homework is completed).
- Post Attendance in designated ASCC software or delegate to your designee.
- Post Daily Deposit Reports and balance with bank deposit.
- Prepare and submit reports according to deadlines - both weekly and monthly.
- Maintain and be familiar with all student records.
- Demonstrate ability to manage both students and workers.
- Review all allergies/medical conditions of students with entire staff.
- Ensure that all site tasks are accomplished in an equitable manner.
- Prepare and post weekly work schedule.
- Conduct staff meetings as needed for reviewing program goals and student needs.
- Email schedule of workers each month to principal or designee.
- Establish and maintain an attractive and efficient *Welcome Center* area for parents.
- Create and send a monthly newsletter/update to parents.
- Alert parents in writing prior to all scheduled holidays (when ASCC will be closed) and any unscheduled closings. Maintain copies of these communications in a file.
- Coordinate with Cafeteria Manager for ordering; keep accurate records; secure stored items.
- Enter attendance/snacks count served as instructed in training.

- Leave Education/Enrichment form for Cafeteria Manager on last working day of month.
- Complete CNP After School Snack Counts Form daily and leave for Cafeteria Manager.
- Meet compliance guidelines for snacks to be provided through the National School Lunch Program.
- Coordinate the advertising and selection of workers with principal. Every employee must complete the employment process prior working.
- Attend first PTA/PTO meeting and make parents aware of the After School Program. (i.e. provide poster, forms, and short talk if possible). Obtain copy of Sign-In Sheet for documentation.
- Coordinate use of school classrooms, cafeteria, gym, etc. with the principal.
- Work with the principal to establish an effective method of communication between classroom teachers and ASCC Program staff regarding student homework assignments (i.e. utilize a standard reporting form).
- Ensure that all facilities/equipment used by the program are effectively cleaned and secured at the end of the day (i.e. tables must be wiped down; floors swept, and trash collected or disposed of as directed by school principal). Students may assist with these duties if supervised by a worker.
- Request a purchase order for classroom materials and equipment for student activities. Submit to principal to be forwarded to the CSFO.
- Communicate as needed with principal and central office staff.
- Work cooperatively with others.
- Develop an effective working relationship with principal.
- Assume all other duties as assigned.

Salary: \$25.00 per hour

To Apply: <https://forms.gle/GbbYiKMxmo2YwvDk8>