

TITLE **ESP (Extended School Program) – Site Director (Part-time)**

QUALIFICATIONS

1. Not less than four (4) years from an accredited college/ (copy of diploma or transcript must be submitted upon employment);
2. Valid Tennessee Teaching License with an endorsement in early childhood education is preferred;
3. At least two (2) year of documented experience so that with appropriate training, service may be provided in the specific role for which employed; and
4. Meets health and physical requirements.

JOB GOAL

To coordinate child care for before and/or after school care for school-age children at a site-based facility

TRAINING

1. During the first year, a new Director shall have evidence of receiving at least thirty-six (36) clock hours of specialized training (i.e. workshops, trainings, or one-on-one consulting sessions or shall earn credit for one academic course in administration, child development, early childhood education, health/safety special needs children or other related field).
2. After the first year, the Director shall annually receive eighteen (18) hours of training.

ESSENTIAL FUNCTIONS

1. Work with individual students or small groups of students, as directed, to conduct before and/or after school activities;
2. Operate and care for equipment used in the program and care of children;
3. Develop and distribute communication materials to parents;
4. Conduct and document proper emergency drills with the children;
5. Maintain financial records for parents and the program regarding fees charged for the program;
6. Appropriately give parents receipts and then makes timely deposits of funds;
7. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
8. Check and record attendance;
9. Complete and submit monthly reconciliation report to the Multi-Site Coordinator;
10. Coordinate the site-based activities for before and/or after school care for school-age children;
11. Supervise the children in the lunchroom, playground, and loading the bus;
12. Develop activity plans and schedules for the Care Givers to follow;
13. Schedule and supervise appropriate staff to maintain state regulated ratio of adult to child; and
14. Perform other duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Form Perception*: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
5. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Usually works at least half of the hours that the program is in operation.

Normal Working Hours for ESP –

Afternoons (from 3:00 p.m. until 6:00 p.m.) on the student school days; and

Full work days (from 7:00 a.m. until 6:00 p.m.) when school is not in session (i.e. in-service days, fall and/or spring break, summer break, snow days, holidays).

Must be Paid Time and a Half for all work over forty (40) hours in the defined work week (defined as beginning Sunday 12:00 a.m. and continuing through the following Saturday at 11:59 p.m.).

The position of **ESP (Extended School Program) - Site Director (Part Time)** is **NOT EXEMPT** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to earning (and being appropriately paid) for all work over forty (40) hours in the defined work week.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.