

JOB DESCRIPTION

Cumberland County School District

Cumberland County Quality Childcare Program Site Director

Purpose Statement

The job of CCQCP Site Director was established for the purpose of supervising all aspects of a before and after school care site for children established at an elementary school. The Director will perform a variety of functions including supervision of children in the program, preparing schedules and posting activities, supervising staff and coordinating their schedules and collecting and accounting for tuition and fees received from parents and complies with all state and district regulations.

Essential Functions

- Prepares and posts a schedule of activities planned daily for the children
- Maintains registration forms for each child including emergency phone numbers and pick-up lists
- Schedules Staff to maintain state mandated adult to child ratios
- Coordinates space with school personnel
- Collects weekly tuition and records payments and makes sure funds are deposited according to state standards
- Prepares receipts and invoices for parents and follows all collections procedures as stated in parent contracts
- Meet all required deadlines
- Communicate with Principal as necessary
- Build and maintain professional relationship with school, parents and children
- Must attend 18 hours annually of basic job related training
- Follow CCBOE policies and procedures

Other Functions

Performs other duties as assigned to ensure the efficient operation of the site

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS

- Must have good interpersonal skills
- Must be proficient in Microsoft Word, Excel and basic bookkeeping software
- Must be certified in CPR/Basic first Aid

KNOWLEDGE

- Must have knowledge of school age behavior and development
- Developing a variety of age based activities for children
- Knowledge of State licensing and reporting requirements
- Basic bookkeeping

ABILITY

- Closely supervise both children and staff
- Assign task and give specific instruction
- Adjust schedules and activities as needed

Responsibility

Responsible for all functions relating to the management of an on-site school based before and after care program for children

Working Environment

Shared space with school

May not always have privacy or quiet due to phone calls and interruptions during the course of the w

Experience

- Must be 21 years of age or older
- Must have 4-year college degree and 1 year of full-time experience in a group setting or 60 semester hours of training with 30 hours in a in child related field and 2 years of full-time experience in a group setting or High School diploma and 30 hours of TECTA training and 4 years of full-time work experience in a group setting

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/First Aid Certification and valid Tennessee Driver's license

Continuing Educ. / Training

18 hours annually

Clearances

Criminal Justice Fingerprint/Background Clearance
Pass physical and drug screen

FLSA Status

Non-Exempt

Approval Date

Salary Grade

Non- Certified
Level C5

Position is eligible for insurance benefits, position is eligible for annual board approved percentage increases only
Position will not be eligible for annual step increases on non- certified scale