



## **Rockford Area Schools Job Description**

# **School Age Care Site Supervisor**

### **General Definition of Work**

Performs intermediate human support work assisting with the day-to-day operations of the School Age Care Program, and related work as apparent or assigned. Work is performed under the limited supervision of the Superintendent. Departmental supervision is exercised over those assigned.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Essential Functions**

Oversees staff in the day-to-day operations of the programs which provide a safe environment for students; participates in the staff hiring process; schedules on-going staff training; hold staff meetings and participates in staff evaluations.

Assists in monitoring the behavior of students subject to guidelines and creates behavior management programs.

Assists in the development and implementation of curriculum which meets the social, emotional, intellectual and physical needs of students.

Maintains regular communication with parents, students and staff; attends community education meetings; provides updates when required.

Assists with the maintenance of financial records; generates weekly and monthly reports; completes weekly billing process and collects payments; sets up payment plans if necessary.

Assists with maintaining an inventory and ordering supplies for the department.

### **Knowledge, Skills and Abilities**

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of health, safety and fire codes; thorough knowledge of Student and Parent Handbooks; general knowledge of individual behavior and incident reports; general knowledge of presentation equipment; ability to manage time and provide quality customer service; ability to manage personnel; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### **Education and Experience**

Associates/Technical degree with coursework in child and social development, or related field, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally



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requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Minnesota School Age Alliance within six months

First Aid and CPR Training

Crisis Prevention Intervention Training.

Medication Administration Training

Blood Borne Pathogens Training

Concussion Training