

Bentonville Public Schools
Adventure Club Site Supervisor Job Description

TITLE:	Site Supervisor for Childcare Enrichment Services Adventure Club
QUALIFICATIONS:	21 years or older with a high school diploma or GED
REPORTS TO:	Program Coordinator/Assistant Program Coordinator
SUPERVISORS:	Lead Teachers, Teacher Aides, Floaters
JOB GOALS:	Provide general direction and oversight to the program and staff.

Performance Value:

Interactions with Children

1. Plans for and implements pleasant arrivals and departures.
2. Uses routines as a time to build relationships and as learning opportunities.
3. Shows respect for children and encourages respectful interactions.
4. Uses language to build relationships and strengthen the child's social and emotional competencies.
5. Uses indirect and direct guidance techniques.
6. Supports children as they work out their own ways of resolving conflicts.
7. Strives to meet each child's individual needs.

Activities and Environment

8. Maintains a clean, organized, inviting environment that is safe and developmentally appropriate.
9. Supervises staff to ensure the implementation of a variety of engaging learning experiences in all areas of development for children.
10. Ensures that staff use the outdoors as part of the learning environment.
11. Assists staff as they guide children in the development of good health habits.
12. Ensures that the daily schedule is followed.
13. Monitors shared space to ensure it is kept neat and organized.

Professional Responsibilities

14. Meets program requirements for attendance and monitors staff regarding attendance as outlined in the employee handbook.
15. Maintains and monitors staff for professional appearance.
16. Open to new ideas.
17. Oversees staff and accepts responsibility for job-related tasks, including documentation and record keeping.
18. Meets and monitors staff in regard to program expectations for professional development.
19. Knows and ensures staff are able to follow emergency procedures.
20. Keeps program coordinator apprised of site's status.

Interactions with Parents and Staff

21. Works to build positive relationships with parents, co-workers and other adults.
22. Communicates effectively with parents, co-workers and other adults; also, avoids gossip.
23. Works as a part of a team with concern for the entire program.

Other

- 24. Accepts all assignments given by supervisors.
- 25. Maintains all requirements as stated by minimum licensing, program policies, and quality approval status expectations.
- 26. Completes yearly self-evaluation.

Qualifications include enjoyment of young children, good mental and physical health, TB skin test within the past year, respect for diverse cultural backgrounds, willingness to complete training requirements, and willingness to undergo background checks required by law.

TERMS OF EMPLOYMENT: Based on Childcare Enrichment Services Salary Schedule

EVALUATION: Performance of this job will be evaluated based on the Childcare Enrichment Services Employee Handbook and Job Performance Review Summary.

I understand and will abide by all the requirements and responsibilities of the position of Adventure Club Site Supervisor.

Approved By _____ Date _____