

**Bentonville Public Schools
Job Description**

TITLE: Site Director for Childcare Enrichment Services Building Bridges Program
QUALIFICATIONS: 21 or older with a high school diploma or GED
Experience in Childcare
REPORTS TO: Administrative Team
SUPERVISORS: Lead Teachers, Teacher Aides, Break People, and Closers
JOB GOALS: Provide general direction and oversight to the program and staff.

Performance Responsibilities:

Classroom:

1. Maintain an overall safe and stimulating atmosphere.
2. Maintain clean and sanitary classroom areas and equipment.
3. Arrange classroom for optimum efficiency/usage.
4. Be aware of possible hazards.
5. Ensure that work and play areas are neat and organized.
6. Keep closets and shelves in order. (Lock up hazardous materials.)
7. Clean and sanitize all toys and play areas weekly.

Program:

1. Ensure that the daily schedule of activities is followed.
2. Check attendance record daily.
3. Follow up on students not there.
4. Check sign-in and sign-out sheets daily.
5. See that milk/juice count is recorded daily.
6. See that food program forms are accurately completed.
7. Make schedule for preparing, serving, and cleaning up after meals or snack.
8. Post necessary information for parents.
9. Check children for abuse/neglect and report to the Program Coordinator.
10. Maintain records of accidents/incidents and do follow-up.
11. Maintain records of students who need medication and administer medication as prescribed.
12. Follow procedures for ill children.
13. Maintain current student files.
14. Maintain student immunization records.
15. Maintain phone log.
16. Note any special instructions from parents.
17. Organize work efficiently.
18. Report to the Program Coordinator any problems with students, parents, or other staff, also problems you may have.
17. Collect money and deliver to Building Bridges office on Mondays.
18. Notify the Program Coordinator when an account is delinquent.
19. Send notes home to parents on accounts as needed.
20. Assemble and turn in Friday folder with roll sheets, sign-in sheets, time cards, documentation, etc.
21. Note when staff are late or absent and notify the Program Coordinator.
22. Monitor staff's arrival and departure each day.
23. Check employee time sheets for accuracy.
24. Oversee fire and tornado drills and post results.

Other Job Requirements:

1. Maintain State Requirements and Regulations.
2. Be familiar with and follow all Building Bridges Policies.
3. Attend scheduled meetings.
4. Attend at least 15 hours of training per year.
5. Train staff on Building Bridges policies and procedures.
6. See that bathroom breaks and hand washing are supervised.
7. Maintain an accurate student count at all times. (Staff/Child Ratio)
8. Inform the Program Coordinator of any potential problems in or around the site.

9. Ensure that each child leaves with parent or authorized person.
10. Must give 2 hour notice if you cannot be at work at your scheduled time.
11. Evaluate staff's job performance.
12. Monitor service credit workers, providing them with guidance and specific duties and requirements.
13. Other duties as assigned.

Knowledge, Skill, and Ability:

1. Maintain communication with school personnel.
2. Promote the Building Bridges image and reputation.
3. Ability to work without supervision.
4. Ability to remain calm and be able to deal with a crisis situation.
5. Ability to manage staff.
6. Ability to make decisions based on Building Bridges policies and procedures.
7. Ability to handle staff-related problems with a professional attitude.
8. Have skills in creating a fun, learning environment for children.
9. Respond to children's needs.
10. Interact with children at all times.
11. Provide curriculum materials that are developmentally appropriate.
12. Provide resources for theme-related lesson plans.
13. Review lesson plans.
14. Turn in weekly lesson plans and Wal-Mart supply list on Wednesdays.
15. Be cost efficient.
16. See that daily schedules are followed.
17. Design schedules for staff, group, or class activities.
18. Handle discipline promptly and as outlined in the Employee Handbook.
19. Communicate with parents the child's progress/discipline.
20. Control voice tone and volume.
21. Monitor playground supervision and equipment.

Staff and Personal Relations:

1. Have a positive attitude (wearing a smile!)
2. Communicate and cooperate with other staff members.
3. Communicate and cooperate with parents daily.
4. Promote teamwork.
5. Be flexible.
6. Be punctual.
7. Take initiative.
8. Use good judgment.
9. Keep information confidential.
10. Support the Building Bridges Program in accordance with all relevant policies and procedures.
11. Establish and maintain effective working relationships with the Administrative Team and other staff.
12. Maintain a professional image.
13. Be trustworthy.
14. Be loyal to the Administrative Team at all times.
15. Be attentive and loving to children.
16. Follow instructions given by the Administrative Team.

TERMS OF EMPLOYMENT: Based on the Childcare Enrichment Services Salary Schedule

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

I understand and will abide by all the requirements and responsibilities of the position of Site Director.

Approved By _____ Date _____