

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services  
for children, families and communities

## Job Description

<b>Position:</b>	Site Supervisor
<b>Program:</b>	School Age Connections
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Executive Director
<b>Position(s) Accountable for:</b>	Assistant Group Leaders
<b>Purpose of Position:</b>	To be responsible for the day-to-day operation of a single afterschool site, in order to give parents peace of mind to pursue work or school, and give children an enriching and engaging program
<b>Educational Requirements:</b>	High school diploma or GED
<b>Experiential Requirements:</b>	Must be 21 years of age 18 months relevant work experience
<b>Additional Training required</b>	Fulfill all training requirements set forth by WVDHHR licensing regulations
<b>Driver's License, Liability Insurance and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications/Tests/Licenses:</b>	Pre-employment drug screening STARS certification first aid/CPR certification physical examination TB test Food Handlers certification Criminal Background check CPS records check Child Abuse Recognition training Non smoker
<b>Provisional Employment Period</b>	3 Months

<b>Capabilities/Skills:</b>
Able to lift/move various classroom furniture (tables, chairs, etc.)
Able to physically remove a child, aged 5-12, from an emergency situation
Possess excellent verbal and written communication skills
Must be reliable, responsible, and dependable
Must be flexible and able to fill in where needed and adapt to different environments
Provide leadership in a collaborative, productive team environment
Demonstrate at all times, a high level of professionalism and maintain confidentiality
Display compassion and understanding in dealing with children and families

Able to understand and effectively manage the dynamics of children in a mixed age setting

Possess knowledge of developmentally appropriate behavior management strategies

Must be well-organized, self-motivated, and take initiative to complete tasks

Able to adapt, troubleshoot, and demonstrate effective problem solving skills

Present oneself as a supportive and productive role model for the agency and the program

Know, understand, and adhere to WVDHHR Child Care Licensing Regulations, Child and Adult Food Care Program (CACFP) requirements, and all other relevant requirements of regulatory bodies.

**Essential Responsibilities:**

**General**

Adhere to NAEYC Code of Ethics

Know, follow, and promote agency and program mission statements and philosophies

Know, follow, and stay current of any changes to agency and program policies and procedures

Facilitate monthly staff meetings

Participate in and complete all required trainings, classes, and certifications

Maintain and submit accurate timesheets for Executive Director's approval

Submit travel reimbursement forms by the 6<sup>th</sup> of each month for the Executive Director's approval

Report any/all relevant information and/or concerns to the Executive Director in a timely manner

**Program**

Take primary responsibility for the direct care of all children in the program

Supervise children in all aspects of the program

Model appropriate interaction with each child 1-on-1 as well as in groups

Model developmentally appropriate and effective behavior management strategies

Create and take primary responsibility for executing daily lesson plans

Serve snack

Distribute all information/materials to families and field any follow up questions or concerns

Act as the primary contact between families and the program – regarding routine information as well as any issues or concerns

Create and maintain all necessary reports, forms, logs, and paperwork accurately, on time, and with attention to detail

Create and maintain nutritionally sound menus and display monthly

Maintain a clean and attractive space; communicate any custodial needs to school custodial staff

Monitor food and supplies inventory and purchase food and supplies as needed

Submit timely requests for any supplies needed to be purchased for program operation

Orient new children and families

Receive tuition payments, make bank deposits, and turn in receipts to the billing clerk

Assist all volunteers, agency representatives, specialists, and representatives related to licensing, health department, fire marshal, and food program who visit the Connection

### **Staff Supervision**

Supervise and schedule all staff and volunteers at the Connection

Conduct interviews, make recommendations for employment, train, and evaluate in conjunction with Executive Director

Relay information from the Executive Director to staff

Support and assist staff in child management problems

Observe and monitor staff interactions with families and children

Relay lesson plans effectively to staff so they may assist in implementing daily activities

Orient new staff members to specific policies and procedures for their site

Other duties as assigned by Executive Director

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Signature

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Date