

Job Description for Before and After Care Program Director

Purpose Statement

The job of Before and After-School Program Director was established for the purpose/s of supporting the Hope Lutheran School's education program.

Job Description for Afterschool Program Director Definition

An individual who is recruited to oversee the programs, activities, and collaborative process in a comprehensive before and after school program.

JOB DESCRIPTION AFTER-SCHOOL PROGRAM DIRECTOR

- Must have a minimum of high school or Associate degree and MUST have worked in a child care facility or with children for more than a year.
- Responsible for hiring, training, staffing, over-seeing personnel, covering study hall (as needed), and turning in time sheets.
- Responsible for billing, following-up, collecting and depositing payments.
- Responsible for the safety and location of all children during ESC that are not with a teacher, extracurricular activity or adult (including before care, after care, study hall, etc.). These children may become the responsibility of ESC when done with said activity.
- Responsible for discipline, following up with parents, or if necessary, involving principal.
- Responsible for injuries and reporting them as necessary to parents, principal, KDHE.
- Responsible for keeping ESC program up to code with the KDHE regulations, hosting inspection annually, and following up with any survey findings.
- Required to have current First Aid/CPR training.
- Responsible for reporting child abuse/neglect, harmful-to-self issues, bullying to principal, and then if necessary to KDHE.
- Responsible for reporting to the Board of Education monthly.
- Responsible for reporting to Booster Club the number of athletes in study hall vs. children being charged, monthly.
- Responsible for reporting all deposits to principal church treasurer.
- Responsible for safety, location, up keep and cleanliness of all toys and equipment in ESC.
- Responsible for locking up, shutting off lights, closing building (as much as possible) before leaving.
- Must have CPR and First Aid Training
- Must submit to a Background check and must have a Health Form Assessment

Reporting

- The Before and After Care Director is responsible to the Principal

Supervisory Responsibilities

- The Before and After Care Director supervises the before & after school staff.

Length of Employment

- 2016-2017 academic year (all contracts are "at will" and may be terminated by either the employer or employee at any time)

Hire Date: Immediately