

Mountain Home Public Schools
Job Description
After School Program Site Supervisor

A person will be considered a Site Supervisor of the Out-of-School Time Program under the following conditions:

- Must be 18 years old or older
- Shall be a high school graduate or GED; CDA or Degree preferred but not required
- At least 2 years experience in early childhood education or day care experience
- Must obtain at least 15 hours of training approved by the Division of Child Care and Early Childhood Education; appropriate with working with children under their supervision
- Complete and clear the Child Abuse Registry and Maltreatment Screenings
- Proficient in record keeping, supervisory and observation skills
- Must meet all other district requirements for employment
- Must be able to perform necessary job functions expected with the supervision of staff and children

The Site Supervisor will work directly in the program and have disciplinary and supervisory control over all staff and participating children. The Site Supervisor must ensure the appropriate staff/children ratio at all times. The Site Supervisor is required to be **on site** and directly involved with the program during the entire time the program is operating.

Responsibilities:

The Site Supervisor shall be responsible for:

- A. Working with the Program Supervisor in administering, planning, managing and controlling the daily activities of the Out-Of-School-Time Program.
- B. Maintaining and ensuring that the facility meets the requirements of being a clean, safe environment for the children participating in the program.
- C. Providing prudent supervision of all staff members and children participating in the program.
- D. Maintaining the proper record keeping involved with the Out-of-School-Time requirements of the district and the Arkansas Department of Child Care Licensure.
- E. All other duties assigned

This person shall not engage in behavior that could be viewed as sexual, dangerous, exploitative or physically harmful to any staff or child. Profanity or speaking in an abusive manner when children are present is not allowed. No caregiver shall consume or be under the influence of illegal drugs or alcohol while delivering care. No caregiver shall consume or be under the influence of medications (prescriptions or non-prescription) which impair their ability to provide quality care to all the children or enable them to perform their assigned duties.

The Site Supervisor shall work under the direct supervision of the Program Supervisor of Program Development. Periodic evaluations/observations will be conducted by the Program Supervisor of Program Development to assess the Site Supervisor's job performance and identify any areas of needed training.

The contract shall be for 178 school days when the district is in operation for an entire school year and adhere to the school calendar of Mountain Home Public Schools..