

OAK PARK UNIFIED SCHOOL DISTRICT
EXTENDED CARE SITE LEADER

DEFINITION

This is an 8 hour day, 11 Month Position

Salary: Range 16 Classified salary schedule CC & CH & CB2

Under general supervision of the Director Extended Care Program, the Site Leader is responsible for the management of all functions related to the operation of the before and after school program.

ESSENTIAL DUTIES

- Plans, supervises, organizes, schedules, and monitors activities for students, attending to their individual and developmental needs
- Assumes responsibility for the safety of children while establishing and maintaining a safe and healthy environment
- Attend occasional events outside of normal work hours
- Models use of a variety of techniques and strategies that enhance and develop the social, emotional, physical, and cognitive development of children while treating them with dignity and respect; utilizing a patient, sensible and respectful tone and demeanor
- Models management strategies that provide a warm, caring, and stimulating environment for children that will help children learn to think creatively, solve problems independently, and to respect themselves and others
- Communicates concerns and issues regarding individual students with parents and Program Director
- Regularly Communicates with parents via phone and eMail and sends newsletters
- Communicates regularly with district and school site administration and staff
- Models and mentors staff with appropriate student interaction for control and discipline strategies
- Supervises and maintains use of program equipment
- Establishes, promotes, maintains and encourages good working relationships and ongoing communication with school administration, staff, assistants, children, parents and community
- Plans and implements regular staff meetings, staff development and training of staff with all aspects of their position
- Plans work schedules, supervises staff and assists with planning
- Coaches, counsels, and conducts staff evaluations appropriately and efficiently for all staff in a collaborative role with the Program Director
- Assists in recruiting, interviewing, hiring, and training staff to maintain a high quality program
- Maintains and ensures accuracy and timely collection of tuition accounts and/or other program paperwork requirements
- Meets with parents as needed
- Assists in the planning and the managing of the site's operational budget as approved

- Models good stewardship for school facilities, playground equipment, and program supplies
- Prevents and handles emergencies, accidents, and injuries, appropriately when they occur as well as, administering authorized medication and completing necessary paperwork
- Performs CPR and First Aid as necessary
- Safely and properly administers medication to students
- Assures that regulations regarding health and safety are in place
- Assists Program Director in evaluating program and curriculum
- Performs related duties as assigned by district personnel
- Maintains confidentiality at all times

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Child development theory and practice
- Instructional, social, emotional and behavioral needs of children
- Program procedures and policies
- Management techniques
- Personnel procedures and policies
- Correct use of the English language both verbally and in writing
- Knowledge of current technology necessary to complete the tasks of the assignment

ABILITY TO:

- Establish and maintain a nurturing, safe, engaging, and caring environment for children
- Effectively communicate with parents and staff
- Effectively organize, coordinate, supervise and conduct various administrative activities
- Maintain accurate records
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain cooperative working relationships
- Provide leadership
- Physically and mentally react appropriately and immediately to unexpected circumstances
- Perform non-violent crisis intervention procedures, when appropriate (with training)
- Work both morning and afternoon hours each day (equivalent of full-time; 40 hours) Monday through Friday
- Work full time late-July through mid-June (211 days) including school breaks
- Program Hours of Operation: 6:45 AM – 6:30 PM
- Sample daily work schedule: 6:30 AM - 9:30 AM; 12:30 PM - 5:30 PM

TRAINING/EDUCATION/EXPERIENCE

- Minimum AA Degree (BA or BS preferred).
- Experience and/or units in the field of Education and/or Child Development.

- Valid First-Aid and CPR (cardiopulmonary resuscitation) Certificates shall be obtained for permanency in this classification (within 6 months of employment) and must be renewed as necessary during employment.

DESIRABLE (NOT REQUIRED) TRAINING/EDUCATION/EXPERIENCE

- Degree in Early Childhood Education / Child Development
- Recent experience in a structured child care / extended care / early childhood program

WORKING CONDITIONS

Work is performed in a school environment at various locations throughout the district with demanding timelines and subject to frequent interruptions.