

**TITLE OF POSITION:**

KidsCare Site Director

**DIRECTLY RESPONSIBLE TO:**

Director of Special Services  
Kids Care Program Director

**GENERAL DESCRIPTION:**

The KidsCare Site Director will be responsible for managing all aspects of the before and after school program at the site consistent with state and federal laws, as well as KidsCare policies including assistance with programming development and supervision. This individual will assist with human resources management, follow nutrition program guidelines and promote overall program integrity.

The Site Director is responsible for supervising and training staff, student discipline and classroom management, being fully interactive with parents and students who attend the program. This person will assist with planning and implementing activities for the students year round, creating weekly nutrition plans and helping with other duties as needed.

**SITE DIRECTOR QUALIFICATIONS:**

- Must be at least 19 years of age
- CPR trained (or willing to obtain)
- Basic computer skills to include: email, word processing
- Requires fingerprint/background check with district prior to start date
- Must meet **ONE** of the following requirements, per Nebraska Department of Health and Human Services:
  - Hold a bachelor's degree in early childhood education, education or child/youth development;
  - Hold a bachelor's degree and at least six credit hours in early childhood education, education or child/youth development;
  - Have an associate degree in early childhood education, education or child/youth development;
  - Have a Child Development Associate Credential;

- Have successfully completed six credit hours or 36 clock hours of Department-approved training in administration, early childhood education, education, or child/youth development.
- Have a high school diploma or GED and 3000 clock hours of verifiable experience in organized group activities for school-age children

**SPECIFIC RESPONSIBILITIES:**

- Works closely with the KidsCare Program Director and communicates essential information in a timely manner.
- In general the Site Director is in a leadership position and is expected to work both AM and PM shifts 5 days a week. Working longer shifts on non school days/school breaks are expected as well as covering shifts. Requests for leave should be in advance and approved by the Program Director.
- Complies and follows DHHS and nutritional guidelines.
- Supervise and train all staff to ensure policies and procedures are followed.
- Understand, maintain and update student and staff records.
- Meet annual requirements for in-service training in a timely manner.
- Provide clear communication with the school including building principals, classroom teachers and custodial staff as necessary.
- Provide communication and reinforcement of clear expectations to staff, students and parents.
- Maintain a strong system of family-program relationships and support parents with their concerns.
- Work together with staff, encourage teamwork and build positive relations.
- Plan and create weekly curriculum activities such as art, science, active play, outdoor experiences. Request supplies as needed in advance.

- Plan weekly snacks for school and non-school days based on nutrition guidelines and provide a timely list of needed food items.
- Responsible for taking attendance of students, check-in/check out procedures and maintaining student's time cards.
- Administer student medication and document.
- Follow daily closing and cleaning procedures as posted.
- Enforce student discipline and promote positive classroom management skills with staff. Communicate student disciplinary actions to parents and document on required forms. Severe incidents should be reported immediately to the Program Director.
- Provide parents with receipts for cash and check payments. Inform Program Director immediately.
- Meet annual requirements for in-service training.
- Perform other duties as assigned.