

C.A.R.E. Program Site Director

AM Hours: 6:45 a.m.–8:00 a.m. Monday–Friday

PM Hours: 2:00 p.m.–6:00 p.m. Monday–Thursday, 1:15 p.m.–6:00 p.m. Fridays

Pay: \$15.75 per hour

RESPONSIBILITIES:

- Must be able to work both morning and afternoon C.A.R.E.
- Must be reliable in attendance and punctuality.
- Must have prior supervisory experience.
- Plan, organize and implement a variety of age-appropriate and culturally appropriate activities. Provide staff and parents with activity plans.
- Demonstrate cultural competency and respect for the child's background by being respectful the cultural values and beliefs of the families when planning activities for the program.
- Plan a balanced and nutritious snack menu. Provide a snack calendar for parents.
- Manage confidential information.
- Supervise and oversee work of all program staff on site.
- Complete performance evaluations and review with staff. Provide constructive criticism and helpful solutions.
- Provide functional training and guidance to staff and substitutes assigned to the program.
- Develop weekly work schedules for staff, including review of time off requests and daily hours worked.
- Complete daily student attendance records.
- Develop and maintain current, accurate and confidential student files as needed for documentation purposes.
- Complete the appropriate documentation for accidents and incidents that occur during the program. Direct program staff under your supervision to ensure required documentation is completed within timeframe guidelines.
- Ensure that the facility is kept clean, sanitary, well-organized and developmentally appropriate for children.
- Check and respond daily to email and phone messages from supervisor and parents.
- Participate in scheduled meetings as assigned.
- Have a consistent and reasonable plan for dealing with disciplinary issues.
- Implement positive behavioral correction techniques that are respectful to children when required.
- Create and establish routines for children. Incorporate the teaching and review of routines, schedules and rules into your daily activity plans.
- Demonstrate compassion and understanding of developmental and individual needs of children with behavioral challenges.
- Communicate with parents: discuss children's development with parents, discuss identified problems and needs with professionals as appropriate.
- Participate in ongoing in-service and educational development opportunities provided by C.A.R.E.