

**Job Title:** ESP (Extended School Program) – Site Director (Part-time)

**FLSA Exemption Status:** Non-Exempt

**Term:** 180 days

**Minimum Qualifications:**

1. Not less than four (4) years from an accredited college/ (copy of diploma or transcript must be submitted upon employment);
2. Valid Tennessee Teaching License with an endorsement in early childhood education is preferred;
3. At least two (2) year of documented experience so that with appropriate training, service may be provided in the specific role for which employed; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

To coordinate child care for before and/or after school care for school-age children at a site-based facility

**Responsibilities and Essential Functions:**

1. Work with individual students or small groups of students, as directed, to conduct before and/or after school activities;
2. Operate and care for equipment used in the program and care of children;
3. Develop and distribute communication materials to parents;
4. Conduct and document proper emergency drills with the children;
5. Maintain financial records for parents and the program regarding fees charged for the program;
6. Appropriately give parents receipts and then makes timely deposits of funds;
7. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
8. Check and record attendance;
9. Complete and submit monthly reconciliation report to the Multi-Site Coordinator;
10. Coordinate the site-based activities for before and/or after school care for school-age children;
11. Supervise the children in the lunchroom, playground, and loading the bus;
12. Develop activity plans and schedules for the Caregivers to follow;
13. Schedule and supervise appropriate staff to maintain state regulated ratio of adult to child; and
14. Perform other duties as assigned.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.

5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Working Conditions:**

1. Usually works at least half of the hours that the program is in operation.
2. Normal Working Hours for ESP – Afternoons (from 3:00 p.m. until 6:00 p.m.) on the student school days; and
3. Full work days (from 7:00 a.m. until 6:00 p.m.) when school is not in session (i.e. in-service days, fall and/or spring break, summer break, snow days, holidays).

**Reports To:** ESP System Coordinator

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

