



Millard Public Schools Foundation Kids Network Program

5225 S. 159th Avenue

Omaha, NE 68135

JOB DESCRIPTION

Position Title: Site Director

Employment Status: Full-Time Non-Exempt

Accountable To: Kids Network Program Manager, and Director of Program Services

Accountable For: Support Staff, Teachers, Lead Assistant Directors

Purpose of Position: Site Directors are directly responsible for on-site Kids Network operations during school day, non-school day and summer programming. The main objective of Kids Network Site Directors is to provide a safe, diverse and fun environment for children and staff of our before and after school programs by providing appropriate leadership, guidance, orientation, feedback and support. Job expectations of the position are governed by the policies and procedures as stated in the MPSF Kids Network Employee Handbook and/or as mandated by the MPSF Kids Network Administration and Board of Directors.

Educational/Experiential Requirements:

- I. Bachelor's Degree in Elementary Education, Early Childhood Education, related area, or equivalent work experience
- II. A minimum of two year field experience working directly with children
- III. Meets all requirements for Director Position as outlined in DHHS Licensing Handbook
- IV. CPR/First Aid Certification

Annual Training Requirements:

- I. Total Hours Required: 16 hours annually

Qualifications:

- V. **Physical Requirements:**
 1. Ability to react and move quickly
 2. Ability to lift, push and carry 40 lbs., sit for 30 minutes and/or stand for at least one hour
 3. Be able to use all fingers on both hands, and have use of both legs and be able to walk 500 feet
 4. Have near and far vision correctable and depth perception
 5. Be able to hear sounds of all types

6. Ability to do the following frequently indoors and outdoors: squat, bend, crawl, reach, and kneel and otherwise fully participate in activities with children

VI. Professional:

1. Must be available to work Monday-Friday 6:15-8:30am, 3:30-6:00pm (Wednesday 2:00-6:00pm) including additional hours as assigned
2. Must be willing to work snow, consolidation, and summer operations
3. Desire and interest in working with children
4. Ability to effectively communicate with staff members
5. Possess strong leadership and organizational skills
6. Demonstrate an ability to effectively evaluate staff and provide feedback for staff development
7. Complete required training hours

VII. Interpersonal:

1. Greet families and children daily
2. Establish and maintain positive relationships with children, families and colleagues
3. Maintain confidentiality regarding site matters
4. Good communication skills, both oral and written
5. Good work habits, including punctuality and attendance

VIII. Job Functions and Responsibilities:

1. Effectively communicate with site sponsors, children, and Kids Network and District staff pertaining to daily operations and general policies and procedures; offering routine support and feedback
2. Ensure program quality and licensing ratio compliance by adhering to expectation as outlined on site checklists evaluation; interacting as staff counted in staff-child ratio
3. Daily tracking and documentation of incidents, accidents, and child behaviors
4. Maintain confidentiality and program policies and procedures
5. Purchase supplies for site operations as classified under instructional supplies, site maintenance and recreational supplies budgets, during non-operational hours
6. Complete ledgers and copy receipts for monthly and quarterly budgets
7. Accurately complete and verify timecard records
8. Plan and implement family involvement activities, notifying Administration of dates and times
9. Facilitate community service projects as planned by the Millard Public Schools Foundation
10. Track weekly attendance records and meal counts; submitting appropriate numbers for billing
11. Administer medication in compliance with state regulations; assessing/training staff in regards to medication administration competency
12. Assess abilities of staff to care for children with special mental, physical, medical needs
13. Facilitates processes as necessary to assign and track annual staff inservice requirements
14. Establish, maintain and mentor appropriate boundary behaviors
15. Provide orientation for new staff pertaining to and in compliance with licensing regulations
16. Orient and assign duties to individuals responsible for site operations in Site Director's absence
17. Conduct staff meetings monthly and as necessary during non-operational hours

18. Respond promptly to inquiry and complaints for sponsors, state licensing representatives Kids Network staff and District staff
19. Report suspicion of child abuse and neglect to child abuse-neglect hotline
20. Comply with sex offer policies/procedures in compliance with state licensing requirements
21. Effectively communicate issues to Foundation office staff
22. Manage child & staff TimeClock processes; verifying staff payroll for each pay period
23. Complete Title 20 processes
24. Complete consolidation pre-registration processes
25. Assist administration with registration processes
26. Substitute at other Kids Network sites as requested by Administration
27. Plan, implement, and supervise: activities, field trips, menus for non-school day operations
 - i. Assist with staff scheduling
28. Plan, develop, and supervise summer program general operations
 - i. Assist with staff scheduling
29. Attend Site Director meeting and training opportunities as mandated by Kids Network Administration
30. Fulfill necessary state licensing and inservice requirements
31. Serve on one Kids Network team, completing tasks as necessary
32. Meet deadlines as mandated by Administration
33. Plan and supervise community service and family involvement activities
34. Develop weekly attendance records, lesson plans, activity plans and menus
35. Attend required and elective training opportunities as mandated by Kids Network Administration
36. Substitute at other Kids Network sites as requested by Administration
37. Attend job-related training opportunities at alternate Kids Network sites as requested by Administration
38. Attend required and elective training opportunities as mandated by Kids Network Administration
39. Fulfill necessary state licensing and inservice requirements
40. Perform other duties as assigned by Site Directors and Kids Network Administration