

# Wappingers Elementary School Before and After School Care Site Supervisor (23 hrs. / wk.)

This career provides the ability to lead, grow and positively influence the lives of many while at the same time giving the person in the position a well-balanced career and lifestyle.

## **Overview:**

Our mission is to provide wholesome, skill-building activities for school-aged children and to improve their academic performance, health and wellness, attitude towards school, self-confidence, character and values. We also want to make it a rewarding job that creates a sense of purpose.

## **Summary:**

The Site Supervisor for Wappingers Elementary School Before and After School Care Program is to work in conjunction with key school personnel and Bright Days staff to implement and be responsible for the overall accountability for the growth, quality and success of the program operation, its students and staff. This includes managing the day-to-day operations in order to ensure that Bright Days quality standards and guidelines are met and that the program is meeting all contract requirements. He/She fosters an atmosphere of fun and learning utilizing a broad range of sports and arts related activities where the concept of teamwork, fair play and sportsmanship can flourish and serve as a role model to youth. The Site Supervisor always conducts him/herself in the utmost professional manner and always maintains appropriate boundaries.

**Training:** Training begins in June 2017 and continues throughout August 2017 with a Sept 6<sup>th</sup> 2017 beginning work date. Sept 6<sup>th</sup> is when you report to the assigned SITE.

## **Responsibilities:**

- Accountable for ensuring BD maintains an emotionally and physically safe environment for youth that meets all compliance and safety requirements set forth by the organization, OCFS.
- Must report to assigned SITE each day promptly. Willingness to fill in at other SITES. These shifts are short but very important as they are providing the safety and supervision of children. Many families rely on this service and your professionalism.
- Oversees Group Leaders and the program's established combination of program activities to provide academic tutoring and support, skill-driven sports, fitness and wellness activities, and visual and performing arts instruction
- Oversees the developed age appropriate curriculums, enrichment activities, and theme based projects taking into consideration the youth needs and abilities
- Creates and distributes schedule of all activities and ensures appropriate record keeping and reporting of all youth attendance
- Familiar with and adheres to all BD policies and procedures under the OCFS
- Ensures youth and their families are properly informed and prepared for schedules.
- Prepares and distributes written materials, including flyers, brochures, newsletters, and posting on the school bulletin board.
- Ultimate responsibility for the appropriate behavior and promotes positive character development in all youth.
- Resolves any youth related issues as they arise
- Responsible for recruitment and supervision of participants.
- Responsible for the supervision of dedicated Group Leaders and special teachers that work.
- Collaborates with Director and Regional Director

## **Relationship and Partnership Management**

- Cultivates and forges positive relations with Principal, Assistant Principals, school district administrators, teachers, parents and parent coordinators and other key constituents in the

- community
- Collaborates with Directors on program delivery to align with the goals in relation to student achievement and performance
- Establishes parent involvement in areas of advocacy, special events, daily operations, education
- Identifies and utilizes community resources, including other schools, libraries, community and local government agencies
- Keeps Directors informed of pertinent site information, including any challenges in fulfilling responsibilities

### **Operations**

- Ensures site is compliant with OCFS regulations and timelines
- Monitors and ensures all program compliance, including but not limited to student registration, ratios, attendance tracking, IDs, and building permits
- Ensures that student attendance information is being properly collected and delivered to Data department on a weekly basis
- Ensures that new hires have taken appropriate steps prior to beginning work assignments (i.e., background clearance, fingerprinting, attended and completed required trainings, and all required HR paperwork completed)
- Ensures timesheets are accurately completed and submitted to Director on time
- Maintains accurate records on site (i.e., file box, staff files, program flyers, materials, schedule and curriculum)
- Reports site injuries via appropriate forms and immediately communicate incidents with school and BD personnel
- Assist Directors in ensuring budgetary compliance and with submission of any required documents or reports to funding sources
- Tracks and cares for all equipment and supplies used by BD

### **Required skills:**

- Passion for BD mission and youth development
- Reliable, organized and punctual
- Knowledge of effective sports, arts, and academic programming
- Strong leader and team-builder
- Ability to resolve conflicts and negotiate solutions
- Ability to establish and maintain effective working relationships with program staff and school partners
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management and follow-up skills
- Responsible and professional conduct that serves as role model to staff and youth
- Exhibits strong character traits and exercises patience and creativity while seeking win-win scenarios
- Ability to set priorities and meet deadlines
- Must demonstrate ability to manage multiple priorities simultaneously
- Proficiency in Microsoft Excel, Outlook, and Word

### **Qualifications:**

- Obtain or working towards an Associates degree in Child Development Elementary Ed, Physical Ed, Recreation plus one year direct experience working with children less than 13 yrs of age including

time in a supervisory capacity in a child care program or related field.

OR

- School Aged Child Care Credential plus 2 years direct experience working
- At least 12.0 credit hours from an accredited college or university in the field of Education
- Teaching and after school management experience preferred
- Must pass pre-employment background investigation including but not limited to employment history and criminal background check

**School Schedule:** The schedule for this position will follow the Wappingers School's 10-month academic calendar beginning Sept 6<sup>th</sup> 2017 through June 23<sup>rd</sup> 2018. This is an average of 19 days per month covering both a morning shift beginning at 6:50 am and an afternoon shift beginning at 3:00 PM ( ending as late as 6:00 PM in order to meet tasks and oversee administrative/compliance and operational duties.

**Am Shift:** 1.45 hours begins at 6:50 am

**PM Shift:** 3.0 to 3.50 hours begins at 3 PM

**The programs at all sites will be closed during the following:**

Closed: **Columbus Day**, Veterans Day, **Thanksgiving** ( **Thursday** and Friday ), **Christmas Day**, New Years Day, **Martin Luther King Day 2018**, **Presidents Day 2018**, **Memorial Day 2018**, **Labor Day 2018**

**Pay:**

Employment contracts will officially begin Sept 6<sup>th</sup> 2017 through June 23<sup>rd</sup>, 2018 and will be presented by the Regional Director to the candidate after initial paperwork and interviews are completed. During any training prior to start, the pay is bw \$9.75 to \$10.25 depending on experience. In Sept the pay increases to \$11/hr. The 90 day trial ends Nov. 30<sup>th</sup> 2017. After the 90 day trial is completed Nov 30<sup>th</sup> accurately w performance review.

**Absences:** All attempts must be made by the Supervisor to cover shifts that cannot be worked. Calls, texts and emails must be sent to other Supervisors, Directors and Main office if unable to report to Site. Sept – Dec, Jan – April, May – Sept 4<sup>th</sup>. Within each 4 months, after 2 absences then the Supervisor will be placed on probation. After the 3<sup>rd</sup> absence during each 4 months then the position will be terminated and assigned to a substitute.

\*Snow delays the program will be canceled. Bright Days will be open during delays at Hyde Park site. Bright Days will be opened for ½ day youth camp in Wappingers on scheduled ½ days. Bright Days will be closed for emergency early release days ( inclement weather releases)

In other words, no after school care for emergency closings.