

**SCHOOL AGE CHILD CARE (SACC)/WEE CARE SITE DIRECTOR**

**JOB SUMMARY**

Organize, manage, coordinate, and monitor all aspects of school age childcare at assigned site location.

**QUALIFICATIONS**

- High School Diploma (or GED)
- One year administrative experience
- Possess knowledge in all aspects of all school age child care
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to SACC Director
- Responsible for the day to day operations, including staff and the program
- Inform staff of State Rules & Regulations and make sure they are implemented
- Meet Department of Education Rules and Regulations
- Meet and maintain all safety requirements from both local and state officials
- Responsible for verifying individuals picking up children and notifying the SACC Director of any attempt of unauthorized individuals wishing to pick up children
- Establish and enforce policy and procedures related to school age child care
- Maintain paperwork for effective overall operation in the areas of 1) sign-in/out sheets; 2) Timecards; 3) Distribution of calendars and notices to parents; 4) Posting "Full Day" information two-weeks prior to date of service; 5) receipt record sheets; and 6) supply of receipt record book
- Monitor snack and juice supply; pick-up items when needed; maintain inventory and notify SACC Director when supply is low
- Responsible for employee work schedules to include employee absences and distribute workloads fairly among all workers
- Determine the number of workers needed to provide childcare and release co-workers when numbers are low
- Notify SACC Director when a worker is not performing his/her job
- Responsible for locking any and all doors within facility
- Responsible for employees adhering to dress code and appropriate conduct
- Schedule one person to pick up and deliver items to Central Office on a daily basis
- Responsible for proper key distribution of facilities
- Responsible for phone/pager at site location and ensure use if for SACC purposes only
- Responsible for knowledge of proper safety drill procedures to include evacuation procedures and safe areas within facility
- Responsible for completing daily check list and placing it, along with sign-in/out sheet, in bank bag daily
- Implement program's Mission Statement
- Notify SACC Director of suspected child abuse
- Perform other duties as assigned by the SACC Director or Assistant Director/Director of Schools