

FORESTHILL UNION SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: Director of Kids' Club

General Purpose:

The Director of Kids' Club is an employee under the supervision of the District Superintendent or his/her designee who develops strategies for and oversees the daily operations of the District's before and after school child care program. The Director's task is to also manage client expectations and make recommendations to the District regarding program improvement and how it can better meet client expectations.

Essential Functions and Responsibilities:

- Supervises support staff
- Maintains daily staff schedule;
- Determines staffing requirements;
- Develops staff to maximize workload;
- Provides daily instructions to staff on their duties for the day;
- Monitors and assists staff with work process;
- Enforces District policies in program;
- Has the ability and helps diffuse conflicts among subordinate employees;
- If unable to diffuse conflicts, reports to Superintendent or designee;
- Supervises daily check-in of all students; calls parents on any missing student;
- Hires and trains new staff;
- Maintains clear and open lines of communication with parents and relays concerns to subordinate staff when issues arise;
- Maintains clear and open lines of communication weekly with Superintendent or designee;
- Ensures that rules are followed to protect children;
- Ensures homework is complete and accurate on a daily basis and provides individual tutoring to students who are struggling;
- Maintains lines of communication with teachers who ask for help with students who are falling behind with their homework;
- Maintains open lines of communication with School Secretaries to keep apprised of problems that occurred that day (parents or students);
- Available to meet with parents to discuss negative issues and discuss with Superintendent or designee, if warranted;
- Has the ability to exit any student who has a continuous behavioral problem which could lead to the harm of another student;
- Maintains current phone numbers of parents to ensure prompt communication if an emergency arises;
- Maintains restraining orders/custody agreements in order to ensure that the legal person responsible is picking up the child;

- Maintains a well-supplied stock of food. Every three to five weeks (on a weekend) shops at Sam's Club or Costco for supplies. As needed, shops at local store for perishable items. Maintains and shops for art supplies, as needed.
- Maintain monthly income report;
- Maintains billing statements for school on a daily basis;
- Maintains logs/documentation to ensure accurate reimbursement;
- Issues monthly invoices for parents;
- On a weekly basis, contacts parents who have not paid. Tries to accommodate their needs and work with them. Exits child from program, if all else fails.
- Maintains biweekly deposits;
- Generates receipts for parents and helps facilitate any reimbursements;
- Generates tax information yearly for parents;
- Submits yearly budget;
- Submits yearly statement of estimated hours worked for each employee;
- Ensures that Kids' Club stays clean and well-maintained;
- Handles other duties as assigned by Superintendent or designee.

Minimum Qualifications:

Employment Eligibility:

- Successful candidates must prove employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High School Diploma
- Two years of college level coursework or an AA degree preferred

Experience:

- Successful experience working in a child care setting
- Experience as a manager or supervisor is desired

Knowledge, Skills and Abilities:

- Ability to tactfully and effectively greet and assist clients, both student and parents;
- Ability to understand and carryout written and oral directions;
- Ability to lift 25lbs. maximum or carry object weighing up to 15 lbs.

Required Testing:

- None
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Certificates and Licenses:

Possession of the following valid documents:

- Current CPR certification
- California State Driver's license

Clearances:

- Valid tuberculosis clearance
- Department of Justice fingerprint clearance

Work Environment:

- Work is performed in an office, in district-owned vehicles, school environment, and involves contact with staff and representatives of other agencies.

Physical Requirements:**Heavy Physical Effort:**

- Must be able to pass required physical (DL51 or legal equivalent)
- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling.
- Must have the manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to lift up to 25 lbs. without assistance.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Ability to drive an automobile.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FSLA Status: Non-exempt

Employee Group: Classified

Salary Grade:

- Placement on the FUSD Kids' Club Salary Schedule Matrix

Evaluation:

- The formal evaluation will be performed by the District Superintendent or designee at least once a year.
- The probationary period is as per contract.

Reviewed and Approved:

Superintendent: _____

Date: _____

Business Manager: _____

Date: _____

Board Approval Date: _____