

Vail School District Job Description

Job Title: SITE DIRECTOR

Department: Community Programs

Reports To: Regional Site Director

FLSA Status: Exempt

Level: 23

Revised: July 12, 2011

Revised: November 6, 2014

SUMMARY

Supervises and implements a quality enrichment program in an environment that allows children to develop to their potential. Children will be engaged in activities designed to promote social, physical, intellectual and creative growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Clearly and effectively articulates the philosophies and goals of the Community Programs Enrichment Programs.
- Ensures that staff duties and responsibilities are performed and completed.
- Adheres to District policies, regulations, and procedures and to Arizona Department of Health Services licensure requirements.
- Responsible for ensuring that assigned sites have obtained, or are working towards obtaining NAEYC Accreditation.
- Participates in staff interviews, hiring, letters of counseling and disciplinary actions.
- Schedules staff to maintain appropriate ratios during regular hours of operation.
- Assumes the duties of absent staff members or schedules substitutes to maintain ratios.
- Meets weekly, monthly and/or quarterly with staff to discuss Staff Expectation Rubric (SER) depending on needs of staff. Provides frequent input and direction to staff in areas documented on the SER.
- Completes annual staff evaluations.
- Coordinates collaborative team meetings to address site development at a minimum of one per month and more if necessary.
- Develops and distributes a site newsletter each month to families.
- Distributes billing statements, permissions slips, newsletters, and other important communications in a timely manner.
- Attends and actively participates in all required VUSD and Community Programs staff meetings and obtains a minimum of 24 hours of professional development each year with verification of attendance to be placed in personnel file, meeting DHS Licensing requirements.
- Prepares and submits required paperwork to Community Programs Office Manager by established due dates.
- Maintains on-going communication with staff, parents, school staff and the Regional Site Director.

- Collaborates with on-site staff to manage and disperse budget.
- Documents all communications, phone messages, written correspondence, parental requests and concerns.
- Responsible for ensuring that Lead staff utilize daily and/or weekly email communication with families, monthly updated documentation/observation boards, and site newsletters.
- Maintains a professional work environment that generates team unity, trust, and collaboration.
- Must be able to establish and maintain effective working relationships with the Governing Board, Community Programs personnel, representatives of local and state agencies, families and the public.
- Demonstrates knowledge of District's EEO policy. Shows respect and sensitivity for cultural differences. Educates others on the value of diversity. Enforces a harassment-free work environment and builds a diverse workforce.

SUPERVISORY RESPONSIBILITIES

This position will supervise Assistant Site Directors, and Community Programs staff, volunteers, and student workers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- Associate's Degree AND minimum four years experience in childcare, education or other closely related field.
- Preferred Education: Bachelor's or Master's Degree in appropriate field of study.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Community Programs.

ABILITIES

Ability to demonstrate current knowledge in Arizona Early Learning Standards, DES, and DHS licensing regulations and NAEYC accreditation requirements. Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional student or customer situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card. Ability to obtain CPR and First Aid certifications. Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.