

## JOB DESCRIPTION

**JOB TITLE:** AFTER SCHOOL CARE SUPERVISOR

**REQUIREMENTS:**

- A. Education Level:** High School Diploma (or equivalent)
- B. Experience Desired:** Minimum 1 year prior child care and/or administrative experience.
- C. Other Requirements:** Work commitment is primarily Monday through Thursday from 2:45-5:45 pm; and Friday between 1:45-5:30 pm. On minimum (half) days, the hours are 11:30 am to 5:30 pm. Hours and responsibilities may vary as determined by student activities and childcare needs.
- Must have previous experience working with elementary school aged children.
  - Possess basic knowledge and understanding of school aged children.
  - Be a self-starter and perform job with little supervision.
  - Possess the ability to communicate verbally and in writing.
  - Possess the ability to follow written and oral directions.
  - Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
  - Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
  - Must be in good physical condition.
  - Demonstrated positive attitude towards people with whom one works.
  - Ability to work cooperatively and willingness to accept instructions and training.
  - Willingness to do CPR and STAR Training
- D. Physical Requirements:** Good physical health including ability to lift 75 pounds, frequent standing and walking. Repetitive motion with wrists hands and fingers. Frequent bending, carrying, lifting and stooping.

**E. Working Conditions:** Childcare: Commons area, playground, field, gymnasium, infrequent classrooms.

**REPORTS TO:** Building Principal

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Must remain with children until adult to child ratio is appropriate for one supervisor. Manage behavior, enforcing rules, monitoring student activities and homework, and managing recess/play times.
2. Supervision of program attendance and proper check in/check out to parents and afterschool program in accordance with HFCS procedures.
4. Complete discipline and accident reports in compliance with HFCS school policies.
5. Responsible for developing and overseeing activities, games, crafts, and homework for participants in the program.
6. Providing the participants with a leadership role and be a positive role model
7. Responsible for planning, organizing and leading daily activities.
8. Provide participants with the appropriate leadership during the program.
9. Develop and plan activities that incorporate program goals into the daily routine.
10. Provide a warm and caring atmosphere for participants.
11. Maintain open communication between aftercare staff and school personnel.
12. Prepare activities that are developmentally appropriate for the age of the children.
13. Communicate with the parents through daily drop-off and pick-up.
14. Maintain a safe environment for participants.
15. Submit all written correspondence to the principal for approval prior to distribution
16. Maintain a positive attitude toward co-workers.
17. Report any problems which arise with participants, other employees, or the school principal.
18. Responsible for all activity and room preparations for the program.

19. Performs other duties as assigned by supervisors.

**I have read and understand this job description and can fulfill the essential functions as listed.**

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**Signature**

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**Date**

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**Print Name**