

**Shell Knob School District
Shell Knob, Missouri**

Job Title: **Chargertime Director**

Qualifications: Proven experience in school-age child care setting. Proven leadership abilities in dealing with staff, students and parents. Prefer 60 college hours with 12 hours in child-related courses or 24 months experience with 12 college hours in child-related courses.

Reports to: Principal/ Superintendent

Job Goal: To supervise the activities of children at the school site and to ensure that the established philosophical principles, education curriculum, safety, health and conduct procedures of the Shell Knob School District #78 Chargertime Handbook are followed.

Performance Responsibilities: **Other duties may be assigned**

- Directs all work activities of the staff at the Chargertime site.
- Manages students, plans activities, documents attendance, handles discipline problems, supervises playground activities and maintains positive relationships with children, staff and parents.
- Daily communication with parents as well as occasional conferences/meetings on an as needed basis.
- Orders and/or purchases materials and supplies necessary to operate.
- Provides written reports to administration as required.
- Maintains records as required by the Shell Knob School District #78.
- Develops and maintains positive working relationships with key building staff members, such as the building principal, custodians, teachers and food service workers.

SUPERVISORY RESPONSIBILITIES: Supervises students and Chargertime staff.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to children, parents, and other employees of the organization.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Personal skills such as a good sense of humor, enthusiasm, patience and the ability to accept responsibilities. Ability to develop effective working relationships with children, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or

crawl. The employee must occasionally lift, push, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate at a standard acceptable level for this environment. The employee is continuously responsible for the safety and well-being of students.

TERMS OF EMPLOYMENT: Salaried or hourly staff. Must be willing to complete a State Child Abuse Screening Form. Must become certified in CPR and First Aid.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on Evaluations of Support Staff Personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.