



JOB TITLE: B&A Site Manager

DEPARTMENT: B&A Connections and Extension Programs

REPORTS TO: Director of B&A Connections and Extension Programs

FLSA STATUS: Non-Exempt, Non-Certified, Support Personnel

EMPLOYMENT STATUS: Part-Time, 30 hours per week, 9-10 months. Working hours are Monday-Friday.  
Working hours are split shift (AM/PM) as assigned by the Director of B&A Connections and Extension Programs.

**MINIMUM JOB REQUIREMENTS:**

Education: High School Diploma or GED required.

**Experience:**

- Minimum TWO years of full time experience in a related school aged or early childhood center, educational, or child care setting.
  - Must be at least 21 years of age to serve in this position per Oklahoma Department of Human Services Policy.
  - Must meet the requirements dictated by the Oklahoma Department of Human Services, including a clean OSBI background check.
  - Must complete and maintain 20 hours (per year) of pre-approved training required by OKDHS through the Center For Early Childhood Professional Development (CECPD) online database.
- Certifications: CPR and First Aid

**Essential Job Functions:** *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required. Other duties may be assigned as necessary.*

- Responsible for day to day operations of the site program. Works hands on with the students during class time. Implement daily activities with the children that coordinate with weekly themes.
- Mentorship to Site Assistants, Substitutes and Interns, as needed.
- Maintain confidentiality.
- Implementation of site safety procedures and standards.
- Manage student behaviors appropriately.
- Report any suspected abuse to Director of B&A Connections and Extension Programs.
- Responsible for the following paperwork/computer work for site assigned:
  - a. Parent Sign In/Sign Out forms.
  - b. Prepare and email monthly newsletters/calendars.
  - c. Supply requests (DHS required items/other curriculum).
  - d. Understand and check online databases for student and contact information.

- e. Check and reply to emails each day with parents, other Site Managers, and the members of B&A Connections Leadership team.
  - f. Keep all appropriate records such as attendance, late pick up fees, and verbal pick up authorizations.
  - g. Keep the DHS Board current with all required and correct forms.
- Ensure all DHS standards and all applicable licensing regulations are met by all B&A Connections staff and volunteers.
  - Oversee one event and one service project per semester.
  - Maintain professional and collaborative relationships with the B & A Connections Leadership team and all other staff and colleagues at the school site.
  - Meet emotional, social, physical and cognitive needs of each child in care.
  - Maintain and foster daily open communication with parents.
  - Arrange a classroom environment in accordance with program goals and philosophy.
  - Inspect and replace damaged or lost materials through supply requests.
  - Attend staff meetings and training, as required.
  - Effectively document student behavior and incidents according to program standards.
  - Effectively communicate with B&A Leadership about positive and negative issues at site.

#### ESSENTIAL BEHAVIOR:

All employees are required to be of good character and possess adequate education, training, or experience to provide them with the skills to perform the essential functions of the job with or without reasonable accommodation. Excellent interpersonal skills and teamwork. Able to respond appropriately to directions from the B & A Connections Leadership team. Must be reliable in attendance. Must handle problematic situations by communicating with the appropriate parties.

#### ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

#### ENVIRONMENTAL CONDITIONS:

Inside and outside working conditions with minimal exposure to extreme environmental conditions. Outside activities on the playground or inside activities in the gym/large motor room.

#### PHYSICAL STANDARDS:

- Must be able to stand or walk for long periods of time.
- Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is continuously required to sit, talk, and hear.
- Must be mobile and able to walk around indoors and outdoors.