

Job Description

STRIPES 360 - Assistant Site Leader

Qualifications

The STRIPES 360 Assistant Site Leader must be 18 years of age and meet legal standards as required by the district and state.

The STRIPES 360 Assistant Site Leader should possess prior experience in public education or childcare and have an understanding of developmental practices. STRIPES 360 Assistant Site Leader's must exhibit effective communication skills to build positive relationships with students, staff, and parents.

Position Classification

Support Staff

Fair Labor Standards Act

Non-Exempt

Supervisor

The STRIPES 360 Assistant Site Leader will report directly to the STRIPES 360 Site Leader, STRIPES 360 Assistant Program Director, and STRIPES 360 Program Director.

Duties

The STRIPES 360 Assistant Site Director shall:

1. Assume supervisory responsibilities for all STRIPES 360 programming including Tiger STRIPES, Tiger TEENS, Tiger PALS, Cub Care, Winter Escape and Summer Safari.
2. Be informed of rules, policies, and regulations of the school district and follow them as required.
3. Follow school procedures to safeguard the health and safety of the children in the program, which include but are not limited to hand washing, sanitary measures, playground safety rules, and rules regarding the use of supplies and equipment.
4. Implements the curriculum and program activities through active management and coordination.
5. Assist with the development and planning of activities for Cub Care, Winter Escape and Summer Safari.
6. Ensure the oversight and supervision of STRIPES 360 staff and students and be responsible for managing the facility's daily program.
7. Supervises and records daily afternoon snack according to guidelines.
8. Obtain all required training required by the district.
9. Develops and maintains a positive, supportive, caring relationship with all of the stakeholders of the STRIPES 360 program (children, families, staff, school and community).
10. Maintains confidentiality in child/parent/staff discussions.
11. Ensures appropriate student behavior guidance.
12. Assists in the maintenance and development of accurate records essential for control, evaluation, and reporting of program activities.
13. Prepare, obtain, and manage supplies, equipment and snack for use in STRIPES 360 programs and maintain and report equipment and facility's needs.

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14. Attend school-sponsored and other professional meetings, participate in school-related activities, and pursue professional growth.
15. Be present in the Tiger STRIPES program facility at all times during program hours, except in the case of an emergency.
16. Communicates regularly with site leader, staffers, and student staffers to discuss issues regarding the program.
17. Maintain certification or recertification of CPR/First Aid and Crisis Prevention Intervention (CPI).
18. Be punctual and responsible in attendance.
19. Perform any other duties as assigned by the Site Director and Program Director.

Physical Requirements:

The physical requirements described here are representative of those an employee encounters while performing essential functions of this job.

- The employee is required to stand and walk for prolonged periods of time; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- It may be necessary for the employee to intervene quickly which can include running and/or walking at an accelerated pace.
- The employee may frequently lift and/or move up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- Specific vision requirements include the ability to see at close and far range with or without vision correction.
- Specific hearing requirements include the ability to hear within normal limits with or without the use of hearing aids.
- Fine Hand manipulation (keyboarding, fine motor tasks).
- The employee must work in stressful and hectic environments and be able to handle multiple tasks with frequent interruptions.
- The employee must be able to work long and irregular hours
- The employee will have to work outside in minimal temperature variations and under conditions with some exposure to risk of injury and/or illness
- The employee may have to work with physically aggressive, disruptive students who may bite, kick, punch and/or throw objects.