

## **Job Description**

### ***STRIPES 360 – Site Leader***

#### **Qualifications**

The STRIPES 360 Site Leader must be 18 years of age with three years of related experience and eighteen (18) college semester hours in child-related courses. The STRIPES 360 Site Leader shall meet legal standards as required by the district and state.

The STRIPES 360 Site Leader should possess prior experience in public education or childcare and have an understanding of developmental practices. STRIPES 360 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 Site Leader will report directly to the STRIPES 360 Assistant Program Director and STRIPES 360 Program Director.

#### **Duties**

The STRIPES 360 Site Leader 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, rules regarding the use of supplies and equipment.
4. Assist in the development of curriculum through collaboration with children, staff and community; assists in creating calendar of activities and a newsletter; and implement the curriculum and program activities through active management and coordination.
5. Ensure the oversight and supervision of STRIPES 360 staff and students and be responsible for managing the facility's daily program.
6. Develop and plan activities for Cub Care, Winter Escape and Summer Safari.
7. Supervises and records daily afternoon snack according to guidelines.
8. Evaluate all personnel under his/her supervision with the STRIPES 360 Assistant Program Director, and recommend improvement plans when needed.
9. Obtain all training required by the district.
10. Implement a plan for proper student conduct and maintain student discipline.
11. Demonstrate strong interpersonal skills in working with staff members, students, parents, school personnel and members of the community.

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12. Maintains confidentiality in child/parent/staff discussions.
13. Keep ongoing and open communication with the site/building liaison and assistant site leader and report any problems to the STRIPES 360 Program Director.
14. Keep all staff and student files, inventory, daily attendance, and accident/behavior reports current, orderly and complete according to state licensing requirements.
15. Prepare, obtain, and manage supplies and equipment for use in STRIPES 360 programs and maintain and report equipment and facility's needs.
16. Attend school-sponsored and other professional meetings, participate in school-related activities, and pursue professional growth.
17. Be present in the Tiger STRIPES program facility at all times during program hours, except in the case of an emergency.
18. Maintain certification or recertification of CPR/First Aid and Crisis Prevention Intervention (CPI).
19. Be punctual and responsible in attendance.
20. Perform any other duties as assigned by the Assistant Program Director or 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.