

Job Title: **BASE Site Director**
Job Family: **BASE, Preschool & After School Programs**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **1052**
FLSA Status: **Non-Exempt**
Shift Differential: **Yes**
Pay Range: **G 19**

SUMMARY: Directs the operation of the District BASE Program that offers before school, after school and summer enrichment activities. Duties include monitoring and managing student enrollment, attendance, safety, discipline and staff-to-child ratio; supervising staff; responding to calls and inquiries; managing tuition payments; implementing age-appropriate and educational activities for students; ordering supplies; conducting staff meetings; participating in site director meetings; managing budget-related items; completing required forms and updating student records; and developing required reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage the daily operation of the program by taking student attendance, monitoring enrollment, ensuring daily safety of children, maintaining staff-to-child ratio, and effectively handling student discipline. Order and purchase supplies and snacks as needed.	D	25%
2. Complete, manage and maintain financial, administrative and state required records and report through the use of district information technology systems. Preparing bank deposits and submitting remittance advice forms. Financial records and reports include, but are not limited to, billing, collecting tuition payments, preparing bank deposits, submitting remittance advice forms, Child Care Assistance Program (CCAP), , and following-up on delinquent accounts. Administrative records include but are not limited to, student enrollment forms, student behavior documentation, medication administration and injury/incident/lost child reports.	W	25%
3. Coordinate and implement age-appropriate activities for students. Engage students in educational and enrichment activities that include math, literacy, science, games, field trips, and homework. Provide positive behavior support to students as needed.	W	12%
4. Supervise BASE Leaders and Site Aides by training, scheduling, assigning daily tasks, implement disciplinary actions, addressing complaints, resolving problems and completing employee performance evaluations. Maintain staff files per state and District guidelines. Conduct staff meetings.	D	12%
5. Monitors all areas of the site budget through the use of district information technology systems per district and department guidelines. Prepare various reports, including but not limited to payroll, Monthly Status Report (MSR), and purchasing card using district information technology systems. May be responsible for review, approval and verification of reported time using district time and labor system. May prepare and analyze time and labor report and complete paperwork for payment of stipends and other pay.	W	5%
6. Communicate program information and respond to phone calls, e-mails and written correspondence to school administration, staff and parents. Attend and participate in assigned meetings.	D	10%
7. Secure building, equipment, and program per District and department guidelines. Ensure areas and equipment used by program are cleaned and maintained.	D	2%
8. Collect and maintain medication documentation. Distribute medication to students as directed. Provide general First Aid when needed. Review 504 Plans and IEPs to ensure compliance.	D	8%
9. Perform other job-related duties as assigned.	Ongoing	1%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Must be at least 21 years old.
- Must meet or exceed the education and experience requirements for a School-Age Child Care Center Program Director as established by the Colorado Department of Human Services:
 - Four-year college degree with a major in recreation; education with specialty in art, elementary or early childhood education; or a subject in the human service field. Copy of transcript required.

- OR Two years of college training and 6 months (910 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of four or more children. Copy of transcript/certificate and employer letter outlining employment verification.
- OR Three years (5460 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of 4 or more children and completion of 6 semester hours or 9 quarter hours or 40 clock hours of training in course work applicable to school age children within the first 9 months of employment. Copy of transcript/certificate and employer letter outlining employment verification.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR, First Aid and Universal Precautions certifications required within 90 days after entering position. Will be required to take medication administration training as needed.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.
- Must complete current state required annual continuing education (presently 15 hours minimum) related to one or more of the following: child growth and development, health and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity and professionalism.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Supervisory skills.
- Training skills.
- Basic knowledge of age-appropriate developmental and enrichment activities for school-age children.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Knowledge of Microsoft Office products and Google applications.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, etc. required within 1 month after entering position.
- Operating knowledge of District audio/video equipment, pagers, two-way radio and alarm systems required within 1 month after entering position.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition and BASE Supervisor	040629

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	BASE Program Site Leader	1-15	1054
	Site Aide	1-8	1055
	BASE Special Needs Assistant	0-4	100506

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; making recommendations on terminating employees; and addressing complaints and resolving problems.
- Responsible for supervising the behavior and well-being of students on site, getting on and off the bus, field trips, on recess, etc.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for and adherence to the site budget.

- Monitor budget accounts to ensure expenses do not exceed budgeted amounts.
- Monitor purchasing cards
- Collect and record tuition payments, follow-up on and collect on delinquent accounts, prepare bank deposits and submit remittance advice forms

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X

VISION DEMANDS:	Required
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	