

Gretna Kids Connection

Job Description

Title: Site Director

Reports to: Gretna Kids Connection Administration

General Summary

Under the supervision of the Gretna Kids Connection Program Administration, the Site Director must be available to work at least 32 hours per week. The Site Director is responsible for working directly with the staff, children, and families at their designated site. The Site Director is expected to supervise children and staff, carry out the implementation of activities, maintain site supplies and any necessary records.

Essential Job Functions

- Implements and maintains all State licensing standards at the site.
- Knows, follows, and implements all Gretna Kids Connection policies and procedures.
- Responsible for overseeing all daily site activities.
- Responsible for ensuring that all procedures are being followed and the needs of the children are being met.
- Attends all director meetings and other staff meetings.
- Meets all in-service and State core competency requirements.
- Maintains a good relationship with the school staff and administration.
- Submits all paperwork and receipts to the Gretna Kids Connection Office in a timely manner.
- Maintains the staff schedule, making sure the site is running at a 15:1 ratio. Informs the Director of Staffing if extra staff is needed.
- Helps with food inventory and the ordering of food/milk for breakfast and snacks.

- Meets with all site staff to ensure open communication and staff is current with all policies and procedures.
- Meets regularly with the Gretna Kids Connection Administration to discuss any issues or concerns.
- May be asked to administer and record medication given to children in Gretna Kids Connection according to the “Five Rights.”
- Interacts and engages with families, staff, and children in the site in a positive and professional manner.
- Dresses appropriately for both the activity and the position. Dress attire should also match the Gretna Kids Connection dress code.
- Assists in the orientation of new staff members.
- Help maintain the school site so it is a clean and safe work environment, meeting with the school custodian, if needed.
- Ensures bulletin boards are maintained and information is current.
- Good problem solving and decision making skills.
- Effective verbal and listening skills.
- Enthusiasm for working and playing with children.
- Good communication skills, along with meeting privacy standards for children and staff.
- Good customer service skills.
- Good organizational skills.
- Maintain professionalism when dealing with challenging situations.
- Ability to work in a collaborative team environment.
- Able to participate in training opportunities.
- Supervise and manage large groups of children in the building, on the playground, and on field trips.
- Able to manage stressful situations.
- Ability to perform physical activities.

Qualifications

- High School Diploma or GED
- Must be at least 19 years old.

- At least two verifiable years of child care experience and 3000 clock hours.
- Strong leadership and planning skills.
- Communicates professionally.
- Good work habits, including punctuality and attendance.
- Must meet all minimum requirements as outlined by the Nebraska Health and Human Services Child Licensing division.
- Available to work split shift hours during the school year and full-time hours during the summer. Must be available to attend scheduled site meetings and work on non-school days.
- Reliable transportation to and from work.
- Demonstrates the ability to handle multiple tasks and projects.

This description is a general statement of required major duties and responsibilities performed on a regular basis. Other duties may be assigned, including working at a different school on occasion.