

Gretna Kids Connection

Job Description

Title: Assistant Site Director

Reports to: Site Director and Gretna Kids Connection Administration

General Summary

Under the supervision of the Site Director, the Assistant Director must be available to work at least 32 hours per week. The Assistant Site Director is responsible for working directly with the staff, children, and families at their designated site. The Assistant Site Director is expected to supervise children, carry out the implementation of activities, and maintain an organized office space. The Assistant Site Director will substitute for the Site Director when the Site Director is not available to work at his or her site.

Essential Job Functions

- Knows, follows, and implements all Gretna Kids Connection policies and procedures.
- Helps prepare and implement all daily activities at the site.
- Responsible for ensuring that all procedures are being followed and the needs of the children are being met.
- Attends staff meetings.
- Meets all in-service and State core competency requirements.
- Maintains a good relationship with the school staff and administration.
- Helps with food inventory and the ordering of food/milk for breakfast and snacks.
- 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.
- Help maintain the school site so it is a clean and safe work environment.
- Good problem solving and decision making skills.
- Effective verbal and listening skills.
- Enthusiasm for working and playing with children.
- Meet privacy standards for children and staff.
- 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
- Two verifiable years of experience or 1500 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.