



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:**

Under the direction of the Community Education Director, handles the day to day operation of SAC program to provide a caring and nurturing environment for all students attending the SAC program.

<b>Job Title:</b>	School Age Care (SAC) Supervisor	<b>Revised Date:</b>	12-6-17
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**Job Description: Oversee the day to day operations of the SAC program**

- Maintain child records for attendance and emergency information.
- Supervises children ages kindergarten to 6<sup>th</sup> grade.
- Plans, coordinates and supervises appropriate academic, social and recreational opportunities for students.
- Establishes relationships with parents of students enrolled in the program.
- Addresses safety and emergency needs.
- Addresses and resolves student discipline issues, communicates with parents regarding issues.
- Communicate with parents regarding student’s day when picked up.
- Monitors supplies for snacks and activities, requests supplies as needed.
- Communicate with Community Education Director about any issues and concerns regarding students and or parents.
- Give encouragement and praise for student’s accomplishments to help build self-esteem.
- Other duties as assigned.

<b>Job Location:</b>	Multiple sites	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Child care supervisor	<b>Employment Status:</b>	Part-time
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	Yes
<b>Band-Grade-Sub Grade:</b>	C-4-1		
<b>State Job Match Points:</b>	185		

<b>Qualifications:</b>	
* Strong interpersonal skills	* Ability to participate with children
* First Aid and CPR	* Working with children of different levels and families
* Creative ideas to encourage learning	* Nurtured Heart training

<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
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<b>Degree:</b>	High school or Equivalent, Elementary Education or related field, recommended 2 year child related course
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**Collective Bargaining Agreement**

<b>Approved By: Margaret Marketon</b>	<b>Date Approved: 12-6-17</b>
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