



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

**Job Title: Before/After Care Site Supervisor**

**Reports to:** Before/After Care Coordinator  
**Department:** Before/After Care  
**Number of Days:** Varies  
**Compensation:** Not Scheduled  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** January 2, 2007

### **Position Summary:**

- Maintain the health, safety and welfare of the children.
- Plan and coordinate daily activities of the Before/After Care Program
- Supervise Before/After Care Site Assistants.
- Maintain records including attendance sheets, children's records and collect tuition payments.

### **Minimum Qualifications/Job Requirements:**

#### **Education:**

- High school diploma or equivalent.
- CDA or 12 college hours in early childhood or education preferred.

#### **Specialized Knowledge, Licenses, etc:**

- CPR and first aid (may be obtained after hired)

#### **Experience:**

- Experience working with children in a child care setting, elementary school or park and recreation setting.

#### **Physical Requirements:**

- Must be able to be actively involved with children.

#### **Other Requirements:**

- Strong interpersonal skills.
- Self-motivated
- Effective written and oral communication.

### **Scope of Authority (If Applicable):**

- Supervise Site Assistants

### **Customer Contacts:**

- **Internal**
  - Principals, teachers and custodial staff
- **External**
  - Parents

**Essential Job Functions:**

- Plan and coordinate daily activities of the Before/After Care Program (50%).
- Maintain records including attendance sheets, children's records and collect tuition payments (30%).
- Interact and maintain good rapport with school personnel and parents.
- Maintain staffing levels based on ratio requirements.
- Maintains equipment and inventory lists.
- Supervise and train Site Assistant on proper operation procedures.
- Participate in monthly staff meetings and trainings.
- Substitute at other sites as needed.