



## **Site Director Job Description**

An organized and patient person who manages after school enrichment on site during program hours and intermittent administrative tasks.

## **General Job Responsibilities**

- General Program management during Program Hours
- Lead student attendance and dismissal to parents
- Support classroom management and monitor program activities.
- Step in as an instructor in the instance of an emergency absence.
- Student First Aid, Allergy & Medication Management and oversight
- Daily Reporting of Program Activity
- Lead Emergency Action Plan for program instructors and participants when necessary
- Liaison between Your After School and the onsite school and staff

## **Qualifications**

- Certified in First Aid, AED, CPR and Defibrillator
- Part time 5-10 hours per week

## **Daily Expectations**

- Arrive on site 15 minutes before student arrival
- Check in instructor; provide class materials, radios and other essentials
- Take attendance and account for absences
- Dismiss students to class instructor
- Accessible by phone/ radio for the duration of class time
- Manage emergencies and behavior issues
- Check-ins on classes in session
- One-to-one hand off of students dismissed to parent/ guardian
- Remain on site until all students are picked up by parent/guardian
- Check that the building and rooms are left appropriately for use the next day
- Fill out daily log at the end of each class day

\*Responsibilities may vary depending on location as specifically requested by school/district.

