

**PINELLAS PREPARATORY ACADEMY, INC.**

**Job Description**

**Director of Before and After Care**

**Job Title:** Director of Before and After Care

**Department:** Before and After Care

**Reports To:** Principal

**FLSA Status:** Exempt

**Prepared By:** Human Resources

**Prepared Date:** 11/3/2020

**Approved By:**

**Approved Date:**

**Work Location:** Pinellas Preparatory Academy, Inc.

**Hours:** 40 hours per week; 6:00AM-9:30AM and 1:30 PM-6:00 PM (actual hours may fluctuate depending on days for ordering and pickup of snacks and planning)

**Essential Duties and Responsibilities:**

* Adhere to policies as stated in the Pinellas Preparatory Academy, Inc. Policies and Procedures Manual and in the Employee Handbook
* Work in a team environment and encourage open communication regarding concerns/issues with children, parents, or co-workers
* Communicate with Principal
* Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
* Consistently demonstrate positive discipline; teach and redirect rather than reprimand
* Express clear expectations to children
* Positively ID parents before releasing children
* Communicate with parents regularly regarding program information: schedule changes, permission slips, additional activities…
* Keep a consistent headcount on all children present; communicate changes with all other staff
* Assist in maintaining clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the facility
* Maintain accurate documentation of attendance
* Purchase all supplies, equipment and materials (including but not limited to snacks, art and craft materials, and cleaning supplies…)
* Follow all state laws and regulations regarding the safety and confidentiality with children
* Ensure all school rules are followed
* Enter payments and attendance into database
* Send home reminders on late payments
* Process all BAC scholarship requests
* Process all BAC deposits
* Order and pick up snacks for both schools
* Other duties as assigned by principals or Board of Directors

**Qualifications:**

* Experience working with children of varied ages
* Basic computer skills, MS Office Suite including Microsoft Excel and Access
* Good organizational skills
* Ability to functions independently and as part of a team
* Communicate effectively
* Ability to multi-task
* Detail orientated
* Ability to work a flexible schedule to meet program staffing/planning needs

**Education and/or Experience:**

* 3 years or more related experience
* Associates Degree, preferably in Education

**Language Skills:**

* The ability to communicate appropriately with parents and students both verbally and in written context

**Computer Skills:**

* To perform this job successfully an individual must have knowledge of spreadsheet software and work processing software.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform to essential functions.

* While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand. The employee is occasionally required to sit; and use hands to finger, handle or feel. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The noise level in the work environment is usually noisy.

**Competency:**

To perform the job successfully an individual must demonstrate the following competencies:

* Design – Generates creative solutions.
* Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason when dealing with emotional topics.
* Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interruptions; keeps emotions under control.
* Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; demonstrates group presentation skills; participates in meetings.
* Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
* Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to positive team spirit; able to build morale and group commitments to goad and objectives.
* Diversity – Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
* Ethics – Treats people with respect; inspires the trust of others.
* Organizational Support – Follows policies and procedures completes administrative tasks correctly and on time.
* Strategic Thinking – Develops strategies to achieve organizational goals.
* Judgment – Exhibits sound and accurate judgment makes timely decisions.
* Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
* Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.
* Dependability – Takes responsibility for own actions.
* Initiative - Volunteers readily.
* Innovations – Develops innovative approaches and ideas.