

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Program Site Leader	Department: Community Services
Immediate Supervisor's Position Title: Program Supervisor for Elementary Youth Development Coordinator for Middle School	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-3-1	Bargaining Unit: Community Services Staff
Job Summary: Under the general direction of the Program Supervisor or the Youth Development Coordinator, the Site Leader is responsible for the general daily oversight of the program site; implementing daily program curriculum; assigning daily program tasks to the site assistants; and direct supervision of children or youth to ensure that a safe, fun and enriching program is carried out each day.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides general daily oversight of the program site for staff and students in the conduct and daily activities of the program.
Percent of Time:	50%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Assigns staff daily activities and functions based on the program curriculum and management plan • Communicates with building personnel and parents 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Actively participates in the implementation of the daily program curriculum and activities
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Is directly engaged in the implementation of the curriculum • Participates and assists staff in implementing activities and interacting with students in relationship building 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Provides direct supervision of the children in the program
Percent of Time:	25 %	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Is responsible for direct child or youth supervision 		

- Is responsible for daily creating a safe environment
- Conducts monthly fire and tornado drills as required by the Fire Marshall
- Reviews and implements safety emergency procedures as needed

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
X	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of practices, techniques, and fundamentals of school age child care programming and services. • Fundamentals of supervision and supervisory techniques. • Knowledge of SAC program operational policies and procedures.
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience in working with school-age children.				
Required Supervisory Experience: NA				
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Certification in first aid and CPR will be required after hire.		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Skilled in assigning work • Oral and written communication skills. • Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff. • implementing site activities in accordance with monthly program themes. • Performing activities involved in maintaining, updating and preparing site files, records and reports in accordance with department requirements.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History:

Prepared by: BCC, LLC (RWB) 9/03.
Revisions made 10/04 by HLP