

Christian Heritage School
Job Description – Director of Kingsmen Kids

DEPARTMENT	Lower School
REPORTS TO	Lower School Principal
CLASSIFICATION	Exempt
JD CREATION	October 2021

Job Summary

The Director of Kingsmen Kids is responsible for the daily operations and management of the afterschool program. Oversees all program activities, provides direct guidance to staff and children, and nurture and love students according to Biblical principles.

Supervision and Development of Staff: Daily, provides guidance and direction to assigned staff to ensure school mission, and program needs are met. This includes:

- In collaboration with Human Resources & Lower School Principal recruits, hires and trains all staff.
- Manage staff to ensure they adequately supervise children and implement daily plans.
- Provide motivation and training of staff to ensure they perform all duties required.

Supervision of Children: Ensure safety of all children enrolled in Kingsmen Kids program by enforcing CHS procedures.

- Be a positive role model for children and staff.
- Interact with children and use positive techniques to guide their behavior.
- Ensuring a controlled attendance process to account for all children at all times.
- Establishing a structure for all programs that provides a safe and controlled environment for children with clearly defined staff responsibilities.
- Ensuring that all space is clean and safe for children.
- Ensure all incidents and accidents are documented appropriately and completely.

Program Content: Develops the activities based on the needs and interest of the students. This includes:

- Complete weekly plans for all program activities
- Prepare activities that are developmentally appropriate for the age of the children.

Customer Service: Interacts with Parents to maximize customer satisfaction with the operations and policies of the Kingsmen Kids program.

- Communicate regularly with the parents through daily drop-off and pick-up regarding student progress or behavior
- Keep parents updated with latest information on program, or concerns through email, messaging and/or bulletins

Administration: Ensures that the staff has the tools they need to do their jobs, to monitoring the environment for health and safety hazards and the financial management of the of the Kingsmen Kids program. This includes:

- Manage family financial accounts through childcare software; including updates and handle any parent interface problems
- Manage established yearly budget
- Accountable for identified financial responsibilities.
- Ensure Kingsmen Kids meets all requirements (i.e. first aid, training and safety, etc.).
- Ensure Kingsmen Kids has adequate supplies for planned program activities.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates indoors: classroom, cafeteria/gym and outdoors: playground, and back fields.

Physical Demands

Moderate physical effort required; ability to physically move with children through a wide variety of indoor and outdoor settings; including, but not limited to standing, reaching, stooping, squatting down, kneeling, lifting, and daily moving of supplies. Visual activity requiring observation of children. Ability to effectively communicate verbally with colleagues, students and parents, answering questions in a professional and friendly manner.

Position Type and Expected Hours of Work

This is a part-time position, and typical work hours are afterschool Monday through Friday, 17.5 hours weekly when school is in session. May require attendance at in-service training and off hours to produce payroll or invoices occasionally.

Education, Experience & Skills Qualifications

- Two to four years or more working with children as teacher or assistant in related field
- Preferred Bachelor’s Degree in Early Childhood Development, Elementary or Physical Education, Recreation, or a related field
- Preferred supervisory experience
- This position requires creative thinking as related to influencing children and parents and motivating staff.
- Ability to exercise good judgment in times of emergency or crisis.
- Effective interpersonal and communication skills.
- Ability to supervise staff.

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

EMPLOYEE NAME

SIGNATURE

DATE