

**Seymour-Oxford Nursery & Child Care Association, Inc.**  
**Job Description: Site Supervisor**

**Position Title:** Site Supervisor

**Position Status:** Part-Time to Full Time

**Reports To:** Executive Director

**Summary Statement:**

The Site Supervisor is responsible for developing and managing all programmatic aspects of the SONCCA program center. The Site Supervisor is required to be on-site at least 60% of the time that the SONCCA center is open. The Site Supervisor will work with all staff members to ensure that a warm and loving environment is provided for children in kindergarten through eighth grade, thereby promoting participant self-confidence, community and self-respect, while encouraging the development of creative abilities outside of regular school hours. The Site Supervisor reports to the Executive Director and Board of Directors.

**Duties & Responsibilities:**

- Plans the daily program and lesson plans and implements program activities designed to enhance the development of school-aged children.
- Develops a snack schedule and itemizes food and paper/cleaning supplies needed to be purchased on a monthly basis.
- Assists the Executive Director and/or Program Director in the interviewing and hiring of site staff.
- Provides training to newly hired staff regarding their roles and responsibilities.
- Provides supervision to staff; conducts staff performance reviews; and provides recommendations for advancement and merit increases to Executive Director.
- Ensures that adequate supervision is provided to designated groups of children as needed to maintain proper staff/child ratio both indoors and outside.
- Actively participates in all program activities, including but not limited to, arts & crafts, educational workshops, community service projects, special events, and indoor and outdoor play.
- Prepares materials for daily activities.
- Assists in the preparation and distribution of nutritious snacks on a daily basis.
- Prepares and maintains all participant and program records as required.
- Oversees and properly documents daily attendance records.
- Appropriately documents all incidents and accidents via provided reporting measures.
- Ensures that all accidents/incidents reports are appropriately documented and reviews nature of incident/accident and actions taken with parent/guardian and Executive Director.
- Assists with the physical upkeep of the center, its equipment, and supplies.
- Develops and maintains an inventory of all program materials, supplies and equipment.
- Plans and arranges for the acquisition and optimum use of all necessary teaching materials.
- Informs Executive Director of pertinent information obtained through parent contact.
- Prepares and submits bi-monthly Site Reports to the Executive Director.
- Designs, copies and distributes a monthly program newsletter to the parents of our participants.
- Coordinates monthly site meetings.
- Attends full staff meetings when indicated.
- Attends monthly Site Supervisor's Meetings.
- Schedules, attends and participates in parent meetings as necessary.
- Attends and participates in conferences, workshops, and designated community meetings.
- Maintains confidentiality with regard to participant and employee information.
- Prepares weekly tuition transmittals and updates bookkeeper and office staff regarding any changes in enrollment.
- Distributes payroll checks to employees on a weekly basis.

- Works with the Executive Director to operate the program within the approved budget.
- Utilizes community and program resources to develop and enhance program.
- Assists the Executive Director in preparing publicity materials for the program.
- Arranges for substitute coverage in the event of absence due to sickness or vacation.
- Travels as needed to other SONCCA sites to ensure that proper staff/child ratio is maintained.
- Works cooperatively with school system staff to maintain a positive partnership.
- Adheres to all Covid-19 Policies

**Requirements:**

- Possess a high school diploma or its equivalent.
- Be at least 21 years of age.
- Possess twelve (12) college credits from an accredited institution in early childhood education, child development, elementary education, recreation, group social work, or a related field and 540 hours of documented supervised experience over at least nine months working with school age children OR
- Possess a four-year college degree from an accredited institution in elementary education, recreation, group work, or related field with at least 270 hours of documented supervised experience (may be student teaching or practicum).
- Has the ability to obtain a State Health Certificate.
- Has the ability to obtain First Aid Certification.
- Has the ability to obtain CPR Certification.
- Has the ability to obtain Administration of Medications Certification.
- Has the physical ability to supervise children outdoors.
- Will attend and participate in professional development training to accrue necessary CEU's as required by State Licensing Requirements.
- Will attend mandatory SONCCA Annual Orientation Training Program.
- Will attend mandatory SONCCA Summer Training Program.

**Site Supervisor Job Description Acknowledgement**

I, \_\_\_\_\_ have received a copy of the Site Supervisor Job Description and I fully acknowledge and understand the responsibilities and requirements that this position entails.

I make every effort to fulfill the duties and responsibilities of the position. I understand that I am an employee "at-will" and any violation of such requirements and/or organizational policies and procedures will result in the termination of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date