

Knowledge Builders of Florida, Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans. Knowledge Builders of Florida, Inc. utilizes only job-related criteria in making decisions concerning applicants and employees.

Job Title: Site Supervisor
Hours: Monday – Friday, 1:00 pm - 6:00 pm
Summer: Monday – Friday, 9am – 6pm (one-hour lunch break)
Hourly pay range: Starting at \$20 per hour

Description

The Site Supervisor must have strong leadership and team building skills and be able to communicate in a positive and professional manner with staff, children, families, co-workers school personnel and other professionals within the community. Under the guidance and direction of the Program Director, the Site Supervisor will be responsible for assisting with managing and implementing a high quality structured enrichment program. Responsibilities include curriculum development, site supervision, and program management for school age children K-8th grade.

Possible Responsibilities

- Greets students and follow student sign-in procedures
- Distribute snacks
- Weekly reports sent in to the administrative headquarters
- Ensures the safety and security of children at all times; supervises on-site personnel and delegates responsibilities to staff
- Maintains accurate records of each student
- Collects and accounts for program fees
- Communicates effectively to parents the policies, responsibilities and special events of the program
- Assists in the organization, preparation and execution of a variety of indoor and outdoor activities including academics, games, sports and crafts
- Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students.
- Assists daily with snack preparation, serving and clean up
- Follows established procedures for contacting parents when students are absent without parental notification, as appropriate
- Greets students and follow student sign-in procedures
- Greets parents when they arrive to pick up their children and implement sign-out procedures for students, releasing children ONLY to parents or their designated representatives
- Maintains the physical environment to SACERS (School Age Care Environmental Rating Scale) standards
- Follows established procedures for contacting parents when students are absent without parental notification, as appropriate
- Performs other duties as assigned.

Qualifications

- Must be at least 18 years of age with two years of direct service work with school-age children.
- Must be CDA (Child Development Associates Credential) certified or actively enrolled in CDA courses or enrolled in an Early Childhood Development degree program upon hire or within first 90 days of employment and must have at least 90 hours in Education field.
- Director Credential a plus
- CPR
- Computer literate