



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

Telephone (507) 582-3283

Fax (507) 582-7813

ssallee@isd500.k12.mn.us

- TITLE:** School-Aged Care (SAC) Lead Supervisor
- CLASSIFICATION:** Classified
- QUALIFICATIONS:** High School Diploma
Preferred or Experience in School Age Child Care/Current certification in CPR and First Aid
- REPORTS TO:** Community Education Director
- JOB GOAL:** Provide quality child care in a safe, caring, and educational environment during the school year.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for SAC supervisor scheduling and development of student schedule/programing.
2. Demonstrates excellent relationship skills with parents, students, and staff as a team leader.
3. Exhibits ability to communicate clearly and respectfully with parents/guardians, students, staff, and other district employees and maintains confidentiality.
4. Maintains a clean, safe environment for the students.
5. Coordinates programming/schedule changes for an early out, late start, non-school day, and summer day in an effective and timely manner.
6. Maintains and double checks accurate records for billing and student attendance.
7. Possesses the behavior management skills necessary to supervise students, the ability to transition children to smaller groups effectively, and implement effective behavior/reward programs.
8. Uses available technology to communicate, promote and enrich the program.
9. Completes material requisitions for program purchases and seeks approval from Community Education Coordinator or Elementary Principal

10. Assists interviewing and training program on all programs and district procedures.
11. Individual must be able to monitor the health and allergy needs of the students, dispense medication following school district policy and maintain accident reports.
12. Employee is responsible to be knowledgeable about all district policy as well as staff and parent handbooks. SAC Lead is responsible for updating SAC handbook, enrollment forms, and all other required paperwork.
13. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Employee Acknowledgment	Date
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This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

*Serving Adams, Dexter, Elkton, Johnsburg, Rose Creek and Taopi
An affirmative action equal opportunity employer.*