



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) Supervisor

CLASSIFICATION: Classified

QUALIFICATIONS: If possible, Child Care/Current certification in CPR and First Aid

REPORTS TO: Community Education Coordinator/Elementary Principal

JOB GOAL: Provide quality child care in a safe, caring, and educational environment during the school year and summer.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for following morning/afternoon and summer programming schedules.
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 maintain confidentiality.
4. Maintains a clean, safe environment for the students.
5. Supervise and play with students in the program.
6. Maintains accurate records of 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. Responsible for closing up the building and locking doors.
9. Uses available technology to communicate, promote, and enrich the program (group parent email, web pages, newsletters, calendars and parent surveys).
10. Possesses the ability to respond to the changing needs of the program and develop new procedures or programming.

11. Individual must be able to monitor the health and allergy needs of the children, dispense medication following school district policy and maintain accident reports.
12. Collaborates and plans with other SAC supervisors, community education coordinator, and SAC lead supervisor.
13. Employee is responsible to be knowledgeable about all district policy as well as staff and parent handbooks.
14. 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.*