



## EMPLOYEE JOB DESCRIPTION

<b>JOB TITLE:</b>	Out of School Time Manager
<b>DEPARTMENT:</b>	Elementary and Early Education
<b>CLASSIFICATION:</b> Exempt /Nonexempt	Exempt
<b>REPORTS TO:</b>	Director of Schools
<b>SUPERVISORY RESPONSIBIITY:</b>	Yes
<b>POSITION TYPE AND EXPECTED HOURS OF WORK</b> full time or part time typical work hours and shifts days of week overtime expectations	Monday – Friday Fulltime Some weekend and evening hours may be required for special events or programming
<b>REVIEWED/REVISED DATE:</b>	September 2023

<b>REQUIRED EDUCATION:</b>
<ul style="list-style-type: none"> <li>Bachelor’s degree in Early Childhood Education/Elementary Education or a related field. Master’s degree preferred.</li> </ul>

<b>REQUIRED CERTIFICATIONS:</b>
<ul style="list-style-type: none"> <li>DCF 45 Hours; CPR/First Aid for Infant through Adult; Director’s Credential</li> </ul>

<b>REQUIRED CERTIFICATIONS:</b>
<ul style="list-style-type: none"> <li>DCF 45 Hours; CPR/First Aid for Infant through Adult; Director’s Credential; Transportation Clearance</li> </ul>

<b>REQUIRED WORK EXPERIENCE:</b>
<ul style="list-style-type: none"> <li>Minimum of 3 years’ experience in an education program and supervision of staff</li> </ul>

<b>REQUIRED QUALIFICATIONS:</b>
<ul style="list-style-type: none"> <li>Effective communicator (written and oral) without the use of interpreter or the use of auxiliary aids or services.</li> <li>Excellent team player and ability to work cooperatively others.</li> <li>Ability to effectively assess reports and research materials and make decisions in the interest of the school and its students.</li> <li>Ability to operate various devices and use computer software to organize information, maintain data and develop a variety of correspondences and reports.</li> <li>Qualified to drive and operate school vans.</li> <li>Demonstrate leadership abilities and skillset.</li> <li>Maintain open communication, confidentiality and professionalism at all times.</li> <li>Follow and enforce organization’s policies and procedures at all time as listed in employee and parent handbooks.</li> </ul>

### **PREFERRED QUALIFICATIONS:**

- Experience with project-based learning and arts integrated instruction.
- Experience with STEM content and curriculum
- Knowledge of Multiple Intelligences and utilizing to design lessons.
- Knowledge and comfort level with educational technology and applications. Experience with Google platform.
- Experience documenting student learning in individualized learning plans and progress reports.
- Experience as a team leader.
- Experience designing and teaching lessons.

### **JOB SUMMARY/PURPOSE:**

The Out of School Time (OST) Manager is responsible for the supervision of the organization's Out of School programs (afterschool care, out of school days, winter camp, spring camp, summer camp) as well as, the development and coordination of extracurricular activities and field trips for the organization.

The OST Manager will provide curriculum connection and support to classroom teachers and bridge learning goals to create seamless integration from in school to out of school activities; provide supervision of special and/or interim projects resulting from changes to school-wide programming or enhancing current offerings being implemented ex. Learning Pods (hybrid instructional model including face to face and virtual learning); and provide clerical support, classroom assistance/management and behavior intervention support as needed. The OST will also serve as lead for the Out of School accreditation process and application. Once accreditation obtained, coordinate proper documentation, staffing, and programming to maintain accreditation.

### **ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

### **ESSENTIAL JOB FUNCTIONS**

- Supervises and schedules school age staff.
- Develops, implements and coordinates curriculum and instruction, including lesson plans.
- Oversees grant programs associated with Out of School time.
- Maintains inventory of supplies and equipment.
- Oversee transportation including drivers, scheduling, and transportation logs.
- Oversees extra-curricular activities including tutoring and afterschool partnerships.
- Oversee and supervise staff for parent night and some other special events; plans and coordinate field trips for the entire education program.
- Fill front desk clerical/receptionist functions.
- Give staff support in issues of student behavior management (works with school counselor; conducts incident review and reporting)
- Lead Out of School accreditation process. Assist the team in elementary school accreditation process, application and maintenance.
- Manage day-to-day operations regarding Out of School Time programs

**MARGINAL JOB FUNCTIONS**

These are non-essential job functions.

MARGINAL JOB FUNCTION:
<ul style="list-style-type: none"> <li>• Assist in classrooms as needed.</li> <li>• Assist in special projects as well as, planning and implementing activities for various events.</li> <li>• Participate in appropriate conferences and training.</li> <li>• Provide support to interns and volunteers.</li> <li>• Research and implement best practice.</li> <li>• Other programming and administrative tasks as needed.</li> </ul>

**ADA CRITERIA**

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one’s feet in an upright position at a workstation without moving about.	F	3	N/A	N/A
Sitting	Remaining in a seated position.	F	2	N/A	N/A
Walking	To move about on foot or traverse work area.	F	3	N/A	N/A
Pushing/Pulling	May include office drawers, carts.	O	N/A	25 ft	25 lbs.
Lifting	Raising or lowering an object from one level to another.	O	N/A	25 ft	25 lbs.
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	F	N/A	25 ft	25 lbs.

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one’s haunches or heels.	O
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	O
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	O
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	O
Driving	Operate a motorized vehicle.	O
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	O
Hand: Grasping	To seize and hold one or more objects in one’s hand(s). To work with the hands in placing/turning motions.	O
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	C

Hearing	Ability to distinguish between different tones in person and through electronic devices and understand meaning of words associated with them. To comprehend language.	
Speaking/Talking	Ability to express or communicated by voice words and ideas to others.	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	C

**WORK ENVIRONMENT AND TRAVEL**

Work environment; temperature, noise level, inside or outside, or other factors that will affect the person’s working conditions while performing the job; along with the percentage of travel time expected for the position.

<b>ENVIROMENTAL CONTITIONS: Job requires exposure to the following:</b>	<b>FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME</b>
Blood and/or fluids	O
Latex	O
Extreme noise (interferes with normal conversation)	O
Wet or humid conditions (non-weather)	O
Extreme heat (non-weather)	O
Extreme cold (non-weather)	O
Hazardous waste	O
Fumes or airborne particles	O
Toxic or caustic chemicals	O
Risk of radiation	O
Risk of electrical shock	O
Work near moving mechanical parts	O
Vibration	O
Work in high, precarious places	O
Grease or oil	O
Outdoor weather conditions	O

**EEO STATEMENT** Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack & Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

**Other Duties**

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. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director \_\_\_\_\_ HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_