



SACC Assistant Site Leader

Job Overview

The job of the SACC assistant site leader is to support the site leader and help oversee the daily operations at the assigned SACC location. Serves in lieu of the site leader when the site leader is off campus or is unavailable. Works with the site leader to supervise child care workers, enrichment workers, effectively manages the SACC location, and works with individual or groups of children as needed to provide quality programming in a safe, nurturing, and familiar environment which supports students interests in physical, social, and cognitive development by providing students with the opportunity to complete homework, play independently, and participate in structured enrichment activities when school is not in session.

The assistant site leader reports to the Site Leader at assigned location.

Job Functions

- Provides administrative insight to the SACC location by returning phone calls and emails in a timely manner, preparing parent email notifications, posting parent signs, preparing weekly class rolls, preparing and posting weekly sign in/out sheets, maintaining daily attendance records, and preparing and distributing monthly parent newsletter.
- Oversees accurate posting of fees. This includes billing weekly tuition fees, late fees, and drop in fees. Billing fees includes calculating the fees based on half days, full days, inclement weather, no show fees, and club fees. Employee should be able to add, subtract, multiply and divide.
- Maintains child records for participants including enrollment, registration forms, health history forms, club participation and policies and agreements.
- Help site leader make deposits that are made to the bank every 3 business days. On the day a deposit is made, the individual is responsible for communicating with the SACC bookkeeper the amount of the deposit and providing the bookkeeper with proper deposit documentation. The individual will also work with the SACC bookkeeper to correct billing, account, and deposit discrepancies and reports mistakes to SACC secretary and/or program manager.
- Works within assigned staff schedule adhering to state ratios, takes into consideration unique child needs, and follows WCS school and SACC calendars.
- Ensures that staff scheduled 6 or more hours take required 30 minute off the clock break. Assigns staff assignments and responsibilities.
- Helps the site leader maintain an accurate account of training hours for each employee. Helps communicates training opportunities for staff and ensures that staff meets minimum training requirements as determined by the Tennessee Department of Education.
- Maintains rules, regulations, compliance, and standards as stated in the TN Department of Education Licensing Standards, Williamson County School Board, SACC Employee handbook and any other applicable rules, regulations, or guidelines.
- Demonstrates initiative in the performance of assigned responsibilities. This includes providing leadership to staff and students. The primary focus of the assistant site leader is the safety and well-being of students.
- Exhibits interpersonal skills to work as an effective SACC leadership team member.
- Assists in maintaining the school and SACC materials, equipment, and property.
- Maintains confidentiality regarding students and workplace matters.



- Develops a positive work environment.
- Participates successfully in assistant site leader meetings, staff meetings, training programs, and workshops offered to increase skills and proficiency as related to the role with SACC and WCS.
- Keeps supervisor informed of potential problems or unusual events (e.g. discipline, accidents, inappropriate social behavior, etc.) and maintains a record for documentation purposes.
- Supports the goals and priorities of Williamson County Schools and the SACC program.
- Demonstrates initiative in identifying potential problems or opportunities for improvement.
- Monitors and provides leadership to staff, individual students, small groups of students, and/ or large groups of students for the purpose of ensuring a safe and positive environment for students. Enforces and address discipline issues with staff, students, parents, and school administration.
- Communicates effectively to build positive relationships and a welcoming environment with SACC office staff, staff members, students, parents, school faculty, and administrators by using tact and good judgment. This includes communicating discipline issues, injuries, illness, or concerns with the parent or guardian. Works with the site leader assistant to build positive and open relationships with the special education, pre-k department and others as needed.
- Reports to site leader, SACC office, law enforcement and DCS suspect abuse or neglect of a child.
- Maintains a clean and orderly environment.
- Carries out all program activities as needed including childcare worker responsibilities.
- Provides a meaningful learning experience for students by planning enrichment opportunities during the school year on half days, full days, inclement weather days, holidays, homework club, and through BASE Clubs. During the summer, provides enrichment and club opportunities for children in the SACC program. Provides input for planning field trips. Promotes SACC opportunities to school student body, parents, and faculty.
- Serves as a role model for employees and children by maintaining a high level of ethical standards, being punctual, and following proper dress guidelines found in the SACC employee handbook.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Generally, the job requires 30% sitting, 20% walking, and 50% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility

Minimum education: High School diploma or equivalent

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to apply pertinent policies, regulations and/or laws; prepare and maintain accurate records; and operate standard office equipment including pertinent software applications.



- Knowledge of appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.
- Ability to establish and maintain constructive relationships; adapt to changing work priorities; maintain confidentiality; and work flexible hours.

Required Testing: None specified

Continuing Education/Training: Must meet and maintain training requirements as set forth in the State of Tennessee Licensure Rules for Child Care Center Rule 1240-4-3-07

Required Certificates and/or Licenses: First Aid and CPR Certificate

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

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