



## SACC Child Care Site Leader

### Job Overview

The job of the SACC Site Leader is to oversee the daily operations at the assigned SACC location. Supervises in-charge person, child care workers, and enrichment workers, effectively manage the site, and as needed work with individual or groups of children 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.

This job reports to the assigned Field Manager, Assistant Program Manager and Program Manager.

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### Essential Functions

- Supports the goals and priorities of Williamson County Schools and the SACC program.
- Maintains rules, regulations, and standards as stated in the TN Department of Education Licensing Standards, Williamson County School Board, and SACC Employee Handbook.
- Reports to the Department of Children's Services any reasonable causes to suspect abuse or neglect of a child. Will inform direct supervisor when a report has been made so they can follow up with WCS protocols.
- Serves as a role model for employees and children by maintaining a high level of ethical standards.
- Assists in maintaining the school and SACC materials, equipment, and property, and maintains a clean and orderly environment.
- Exhibits interpersonal skills to work as an effective SACC Site Leader team member.
- 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. The Site Leader works to build positive and open relationships with the special education and Pre-K departments as needed.
- Maintains confidentiality regarding workplace matters.
- Complete knowledge of emergency procedures appropriate for the site to ensure the safety of the children. This includes the front desk procedures and sign in and out process, first aid, fire, tornado, etc.
- Participates successfully in Field Team meetings, Site Leader meetings, staff meetings, training programs, and workshops offered to increase skills in proficiency as related to your role with SACC and WCS, such as child abuse prevention, working with students with special needs, child development, and food allergies.
- 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. Enforce and address discipline issues with staff, students, parents, and school administration.
- Enforces standards of behavior, discipline, and consequences for the purpose of ensuring the safety and well-being of students. Carries out rules, expectations, and limits in a consistent manner that is within a child's developmental ability.
- Keeps supervisor informed of potential problems or unusual events (e.g. discipline, accidents, inappropriate social behavior, etc.) and maintains a record for documentation purposes.
- Carries out all program activities as needed including childcare worker responsibilities.
- Provides a meaningful learning experience to students by planning enrichment opportunities during the school year on half days, full days, inclement weather days, holidays, homework assistance, and enrichment programming. During the summer, provide enrichment opportunities for children in the SACC program. Provides input for planning field trips. Promotes SACC opportunities to school student body, parents, and faculty.
- Provides administrative insight to the SACC location by returning phone calls and emails in a timely manner, writes and sends parent email notifications, posts parent signs as needed, prepares weekly class rolls, prepares and prints weekly sign in/out sheets, requests purchase orders, purchases supplies, prints timesheets for pay period, maintains accurate records in TCP, completes and turns in Site Leader report each week, maintains daily attendance records, prepares and distributes monthly parent newsletter, and places Sysco orders as needed.
- Oversees accurate posting of fees by submitting attendance daily. The Site Leader collects delinquent accounts through providing statements and talking with the parent or guardian and communicates with the SACC office status or delinquent accounts and assistance needed to collect funds from family.



- Maintains child records for participants including child registration forms, financial assistance and scholarship forms, incident forms, injury forms, behavior documents, and demerit forms.
- Ensure that staff scheduled for more than 6 hours take the required 30 minute off the clock break. Checks and approves employee's time in TCP. Time should be approved by 10 a.m. on Tuesday morning. Monitors that part-time employees' time does not exceed 120 hours a month.
- Schedules should be communicated to staff with a week's notice. Schedules should be available to the SACC Program Manager, Assistant Program Manager, and/or Field Manager as requested. Assigns staff assignments and responsibilities.
- The site leader maintains an accurate account of training hours for each employee. Communicates training opportunities for staff and ensures that staff meets minimum training requirements as determined by the Tennessee Department of Education and the Tennessee Department of Human Services. Hosts monthly staff meetings.
- Assists employees with completing fringe benefits form and turning in completed form to the assigned office staff member.
- Conducts annual review with each staff member and recommends employees for rehire.
- Participates in the hiring of new employees for SACC location.
- Completes all other duties and tasks assigned by the SACC Office.
- Working under limited supervision using standardized practices and/or methods.
- Directing others within a small 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 responsibilities

**Minimum education:** High School Diploma or equivalent

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

- Knowledge of age-appropriate activities.
- Knowledge of stages of child development.
- Knowledge of appropriate codes, policies, regulations and/or laws.
- Knowledge of basic math, including calculations using fractions, percentages, and/or ratios.
- Knowledge on how to read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
- Skill in applying pertinent policies, regulations and/or laws.
- Skill in preparing and maintaining accurate records.
- Skill in operating standard office equipment including pertinent software applications.
- Ability to schedule activities, meetings, and/or events; gather or collect data; and use basic, job-related equipment.
- Ability to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods.
- Ability to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment.
- Ability to use problem solving to analyze issues and create action plans.
- Ability to establish and maintain constructive relationships.
- Ability to adapt to changing work priorities.
- Ability to maintain confidentiality.
- Ability to work flexible hours.



**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

CPR Certificate

**FLSA Status:**

Exempt

**Continuing Education/Training:**

Must meet and maintain training requirements as set forth in the State of Tennessee Licenser Rules for Child Care Center Rule 1240-4-3-07

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Employee Type:**

Classified

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