



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Site Manager – PSD After 3 Program**
 Job Family: **After Hours Programs**
 Prepared/Revised Date: **July 1, 2024**

FLSA Status: **Non-Exempt**
 Pay Range: **S Schedule – AH32**
 Job Code: **40711**

SUMMARY: Responsible for managing and overseeing the day-to-day operations of the out-of-school time program at one school site. Responsible for supervising and supporting on-site program staff in implementing programs, coaching, and assisting program staff in classroom management and trauma informed practices, ensuring student safety and well-being, and continually monitor program operations to adhere to rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Monitor daily program operations to ensure student safety and wellbeing. This will include, collecting, entering, and maintaining daily student attendance, confirming student absences, safely transition students to their mode of pick-up, and ensuring all students are checked out at the end of programs. Communicate and collaborate with program coordinator for crisis management and emergency support.	D	20%
2. Supervise and coach on-site program staff. This will include supporting staff in instructional implementation, classroom management, and trauma informed practices. Oversee on-site staff to ensure they are meeting all district and program policies. Support students that are struggling behaviorally in collaboration with program coordinator.	D	20%
3. Manage on-site program set-up and implementation. This will include organizing and distributing program supplies and snack, assisting in student dismissal and transition to after-school programs, room set-up and clean-up, staff scheduling.	D	20%
4. Assist the program coordinator in communicating program information to parents, school administrations, and on-site program staff. This includes communication regarding student needs, or small-scale student discipline, and on-site staff needs, and program logistics regarding transportation, schedules, and other program details. Keep documentation of parent communication and inform coordinator if it is a discipline call or parent concern.	D	15%
5. Attend work and arrive in a timely manner.	D	1%
6. Assist in coordinating program enrollment and paperwork process. This includes distributing registration and confirmation forms, program informational flyers, attendance rosters, homeroom rosters, updating and maintaining program rosters, and communicating program information to school-day staff.	M	10%
7. Collaborate with program coordinator in planning upcoming out-of-school time programs. Attend special events related to the site's programming.	Q	10%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required
- Minimum of one year experience in working and leading activities with students required
- Post-secondary courses in education, human development, and family studies, and/or related fields preferred
- Bachelor's degree with proper teaching licensure program OR active certified substitute authorization preferred
- Minimum of one year experience with management and/or supervision preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license preferred
- CPR and First Aid certifications preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work with students, staff, parents, and the community
- Ability to be a part of /work with a team
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Extended Learning Opportunity Coordinator	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the out-of-school time program.
- Supervision of all on-site program staff.



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	