Putnam County Board of Education

Job Description

Job Title: School Age Care Site Director

Reports To: School Age Care Program Coordinator

Qualifications

- High School Diploma or G.E.D. required; associate degree preferred.
- Experience in childcare, education, or a supervisory role preferred.
- Meet necessary health and physical requirements.
- Strong leadership, communication, organizational, and problem-solving skills.
- Computer skills, including Microsoft Word, Excel, email, and related program software.
- Ability to work effectively with children, parents, staff, school administrators, and the community.
- DCS and FBI/TBI background checks required.

Physical Requirements / Work Environment

- May require lifting objects to 50 lbs. with assistance.
- Frequent lifting, carrying, pushing, or pulling of objects up to 25 lbs.
- Ability to actively supervise children indoors and outdoors.
- Ability to stand, walk, bend, and move throughout the workday.
- Effective problem-solving and public relations skills.
- Ability to respond appropriately to emergencies and unexpected situations.

Position Summary

The School Age Care Site Director manages daily operations, staff, and activities at an assigned SAC site. They ensure child safety, compliance with state licensing and Putnam County policies, and maintain communication with parents and leadership.

Essential Duties and Responsibilities

- Direct daily operations at the designated School Age Care facility.
- Lead, guide, and support site staff through regular feedback and meetings.
- Manage schedules to maintain required staff-to-child ratios.
- Monitor staff attendance, performance, and schedule adherence.
- Enforce state licensing standards, safety rules, and organizational policies.
- Inspect facilities and materials to maintain a safe, clean, and organized environment.
- Set opening/closing routines and prepare facilities for daily operations, events, breaks, and weather changes.
- Implement age-appropriate activities supporting learning and social growth.
- Account for all children during transitions, check-in, check-out, and activities.

- Manage student behavior using approved guidance strategies and discipline policies.
- Communicate professionally with parents regarding child progress and needs.
- Address parent concerns, escalating major issues to the Program Coordinator promptly.
- Maintain current records for attendance, licensing, emergency contacts, and parent boards.
- Submit incident, accident, and operational reports on time.
- Monitor inventory and request needed program supplies.
- Participate in required professional development, training, and meetings.
- Promote program standards and complete other duties assigned by the Program Coordinator.

Qualifications and Skills

- Team leadership, supervision, and motivation.
- Strong organization, time management, and multitasking.
- Clear written and verbal communication.
- Professional conflict resolution and problem-solving.
- Knowledge of childcare, child development, and safety procedures.
- Strict maintenance of confidentiality.
- Ability to work independently within program and administrative guidelines.
- Proficiency in Microsoft Office, Google Workspace, and relevant technology.

Position Goal

To manage an assigned School Age Care site by ensuring child safety, licensing compliance, staff supervision, quality programming, and strong family and community relations.

The Site Director upholds daily program standards and collaborates with the Program Coordinator and leadership team to maintain consistent, high-quality care across all locations.