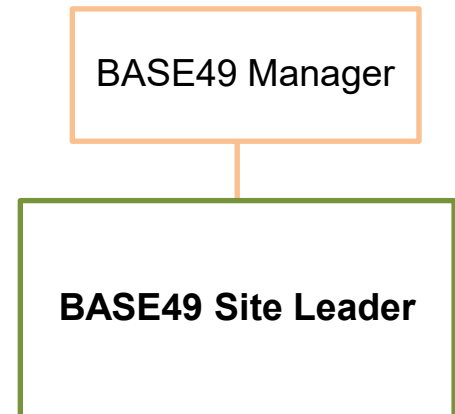


BASE49 SITE LEADER

Job Title:	BASE49 Site Leader
Initial:	May 2014
Revised:	September 15, 2023
Work Year:	Up to 260 days with a combination of split shift and full days dependent upon District 49 calendar and enrollment
Office:	Education
Department:	BASE49 Program
Reports To:	BASE49 Manager
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 9

Related Organization Chart

SUMMARY: The BASE49 Site Leader is responsible for daily planning and implementation of the curriculum, communication with parents and school personnel, recruiting new students to the program, daily financial paperwork and maintaining student records. The Site Leader creates a safe, clean, organized and fun environment for all students enrolled. Provides day-to-day oversight of site assistants and aides.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending upon building assignments and other factors.

- Assists and supervises students during all activities and lessons.
 - Recognizes the social, emotional, physical and cognitive needs of the students and counsels students utilizing developmentally appropriate practices.
 - Ensures that the site is safe and clean.
 - Maintains head count and ensures students are checked out only to approved parties.
 - Prepares and implements lesson plan, organization and schedule.
 - Develops and maintains professional relationships with parents and students. Communicates in a timely and professional manner. Meets with prospective families and gives site tours.
 - Ensures all required documents are completed and communicated in a timely manner; student files, daily headcount sheets, incident and accident reports, medical reports, snack and supply orders, curriculum supply orders etc.
 - Attends events for program promotion and trainings as needed.
 - Acts as a liaison when the manager is unavailable and addresses the needs of the staff and parents during
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

that time and/or any time needed.

- Acts as a mentor and has thorough knowledge of each program, every staff member, and curriculum for the BASE49 program.
- Assists BASE49 Manager in complying with all federal and state laws, district policies, procedures, and licensing. Completes all required paperwork along with other clerical duties of position.
- Participates in required meetings.
- Effectively communicates with BASE49 Manager, onsite staff, school personnel and leadership, as well as parents and other community members.
- Becomes familiar with all aspects of site budget, manages food supplies, curriculum supplies and orders. Complies with Colorado Child Care Assistance Program (CCCAP) guidelines and documentation.
- Assists in training of site assistants and aides, and stays current with all required position trainings.
- Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- CPR and First Aid Training required within 30 days of hire.
- Universal Precautions Training required within 30 days of hire.
- Mandated Reporter Training required within 30 days of hire.
- Medication Administration training required within 30 days of hire.

At a minimum must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H. Additionally, must have completed at least one of the following qualifications:

- A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field; or
- Two years of college training and six (6) months of satisfactory and verifiable full- time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children; or
- Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children. Must complete six (6) semester hours, nine (9) quarter hours in course work from a regionally accredited college or university, or forty (40) clock hours of training in course work applicable to school-age children within the first nine (9) months of employment.

Experience:

- Must be at least 21 years of age. At least a year of full-time satisfactory and verifiable experience with school age children and experience working with childcare or student care in an educational setting.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic working knowledge of budgets and expense management.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point.
- Ability to acquire knowledge and skills in navigating student information software platform.
- Basic math skills.
- Customer service skills.
- Ability to diffuse and manage volatile and stressful situations.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.

Certificates, Licenses, & Registrations:

- Criminal background check required.
- TRAILS background check required.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, climb or balance, stoop, kneel, bend, twist, crouch and handle materials. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee will work primarily in a school environment. May spend moderate amount of time outdoors during non-inclement weather during outside play or while on field trips.

Mental Functions:

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.