

**Latchkey Assistant Director
Job Description**

Purpose: Organize and manage on site activities for effective day-to-day Latchkey operations. Operate within established procedures for communication of Latchkey needs to parents, the community and the Board of Education.

Responsible to: Latchkey Director

Salary: Contract

Classification of Employment: Exempt (if Certified)

Date: May 2012

Qualifications:

1. Director certification from KDHE.
2. Experience with care of school-aged children.

Essential Functions:**1. Knowledge, Skill and Abilities**

- a. Supervise the Latchkey Group Leaders.
- b. Plan and supervise day-to-day activities.
- c. Communicate with parents regarding daily occurrences, including injury and discipline.
- d. Discipline students as needed.
- e. Other duties as assigned.
- f. Comply with all district policies, rules and regulations.

2. Physical Requirement/Environment Conditions:

- a. Requires prolonged sitting or standing.
- b. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires stooping, kneeling, crawling, bending, turning and reaching.
- d. Requires climbing and balancing.
- e. Must be able to work in noisy and crowded environments.
- f. Must be able to work in and around dust, fumes and odors.
- g. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Communicate regularly with building principal, parents, members of the school district and community.
2. React to change productively and handle other tasks as assigned.
3. Adhere to all district health and safety policies.
4. Appropriately operate all equipment related to specific job duties.
5. Ensure that all activities conform to Derby Public Schools and program guidelines.