

**Job Title:** After School Site Leader **Exemption Status/Test:** Nonexempt

**Reports to:** Coordinator of Child Development Center **Date Revised:** 2025

**Dept./School:** Curriculum & Instruction - LCDC **Pay Grade:**

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**Primary Purpose:**

Coordinate and provide after school activities and programs ensuring that each child is well cared for and safe. Plan daily activities that are developmentally appropriate, engaging, diverse, and entertaining.

**Qualifications:**

**Education/Certification:**

High school degree or equivalent

**Special Knowledge/Skills/Abilities:**

Knowledge of developmental needs of early childhood students

Clerical and record keeping skills

Excellent public relations, organization, communication, and interpersonal skills

Ability to create and implement planned activities

Ability to lead students and staff

**Experience:**

Experience working with children 3 years of age and under

Minimum one year experience leading a team preferred

**Major Responsibilities and Duties:**

**After School Program Management**

1. Ensure program provides developmentally appropriate, engaging daily activities that guide students' growth in the areas of social-emotional development, problem solving, self-help skills, language and communication, large and small motor skills, creativity, and imagination.
2. Monitor implementation of Minimum Standards of Child Care Centers required by the Texas Health and Human Services Commission.
3. Manage student behavior in accordance with LCDC student handbook.
4. Ensure a friendly, inclusive, and supportive atmosphere. Encourage positive participation of all students in daily activities.
5. Work cooperatively with teachers, district staff, parents/guardians to provide the best possible after school environment for each student.
6. Maintain organized and neat environment, equipment, and storage areas. Return areas used by the afterschool program to original cleanliness.
7. Report unsafe behavior or conditions to the Coordinator of the Child Development Center.

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**Personnel Management**

8. Supports the Coordinator of Child Development Center by maintaining accurate timesheets and attendance records for staff and students.

**Communication**

9. Model conversations, manners, cleanup activities, listening skills, etc., for the purpose of demonstrating appropriate social and interpersonal behavior.
10. Communicate with parents/guardians regarding their child's experience.
11. Establish and maintain open, consistent, and professional communication with Coordinator of Child Development Center.

**Administration**

12. Report and document any discipline, accidents, inappropriate social behavior, etc. according to state and local policies and report to licensing if applicable.
13. Monitor and maintain an accurate system for signing children in and out of care.

**Other**

14. Participate in staff development activities to improve job-related skills.
15. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, Texas Health and Human Services Commission, and Local Board Policy.
16. Demonstrate superior customer service with district staff, students, and community stakeholders.
17. Follow district safety protocols and emergency procedures.
18. All employees are cross-trained to support other age groups when needed.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; may work outside; regular exposure to noise

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_