

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: FACTS Site Manager
Department/Section: Building
Supervisor: FACTS Coordinator

SUMMARY OF FUNCTION:

Responsible for the daily management and smooth running of an out-of-school hours school age enrichment program.

TYPICAL TASKS:

1. Supervise and interact with school age children.
 2. Provide students with academic help, enrichment programs and recreational/sports programs.
 3. Provide a safe and caring environment for students.
 4. Responsible for supervision and training caregivers.
 5. Responsible for paperwork, computer work and deadlines.
 6. Assists Team Leader to ensure that site meets DHS regulations.
 7. Fills in for Team Leader when necessary.
 8. Perform other duties as assigned.
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QUALIFICATIONS:

Specific training or job experience required before appointment

Meet minimum DHS standards for site managers. All applicants must be 21 years of age, high school graduate or equivalent, 6 credit hours or more in early childhood or related field and 24 months child care experience or B.S. in a child development related field and 6 months child care experience.