

# JOB DESCRIPTION

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<b>Job Title</b>	Site Manager Extended Day Learning Centers	<b>Job Title Code</b>	160885
<b>Reports to</b>	Director Extended Day Learning Centers	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Family and Community Engagement	<b>Pay Grade</b>	101
		<b>Date Revised</b>	October 28, 2024

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## Primary Purpose

Lead and operate a licensed program before and after school at an assigned campus.

## Education/Certification

- High School Diploma/GED

## Special Knowledge/Skills

- Knowledge of daycare, as well as before and after school program operating procedures and guidelines
- Knowledge of DFPS Minimum Standards [section 744 or 746 as designated on site licenses] and quality childcare programming
- Knowledge of administrative support, and file maintenance techniques
- Ability to communicate effectively with others
- Ability to provide effective customer service
- Skill in working with various types of equipment including, but not limited to, personal computers, fax machines, printers and multi-lined phone systems
- Skill in working with word processing and spreadsheet computer applications
- Ability to work in collaborative team-based environments

## Experience

- One (1) year of successful licensed childcare experience in a daycare, or before and after school setting
- Qualified to serve as an Operation Director as described in the Minimum Standards for School Age and Before-School and After-School Programs under the guidelines set forth by the Texas Department of Family and Protective Services (DFPS) [section 744 or 746]

## Major Responsibilities and Duties

1. The Extended Day Learning Center Site Manager will directly supervise the Extended Day Learning Center Group Leaders.
2. Maintain consistent communication with campus administrators and provide operational support when on-site during regular school hours.
3. Coordinate with Director Extended Day Learning Centers, and campus administration in order to meet the needs of the program and students.
4. Directly supervise on-site group leaders and students at assigned site, ensuring compliance with DFPS Minimum Standards and district policies and procedures.
5. Serve as a Summer Camp Site Director for assigned Extended Day Program summer camp locations.
6. Ensure that the program is staffed with the designated number of group leaders for morning and after-school programs: and assign substitutes as needed.
7. Manage, evaluate, and train on-site group leaders.
8. Conduct monthly meetings and professional learning for group leaders to build their capacity to employ best practices, review curriculum and plan activities, and/or learn strategies and procedures to address areas of need.
9. Utilize Extended Day Learning Center curriculum resources to plan and implement quality licensed childcare programming.



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10. Approve payroll for staff members in adherence to district employment and budget guidelines.
11. Order, maintain and track supplies/materials to ensure integrity and diligence of District resources.
12. Maintain accurate student attendance using approved Extended Day Learning Center Program software or systems.
13. Complete 20 hours of annual training in accordance with DFPS Minimum Standards.
14. Know and comply with the Educator Code of Conduct & all policies, procedures, laws and
15. State/Federal regulations, DFPS Minimum Standards, and Extended Day Program policies and procedures.
16. Work a split schedule to ensure supervision during program hours.
17. Perform other duties as assigned by supervisor.

### Supervisory Responsibilities

None

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending. Work hours will regularly occur after school and may occasionally be prolonged and irregular. Frequent District wide travel and occasional in and out of state travel.

### Terms of Employment

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

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

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica



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prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.