Title: Site Leader

Position Summary:
The person selected for this position will be under the direct supervision of the Coordinator and School Administration and will be responsible for developing the Miller Explorers programming and taking on a leadership role with guides. Site Leaders are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and coworkers by reflecting the Noblesville Schools core values. Site Leaders are responsible for complying with all state laws and regulations as well as high standards set by Noblesville Schools.

Duties and Responsibilities:
- Create curricula that stimulate children's physical, emotional, intellectual, and social growth.
- Coordinate student activities and supervisory schedule of guides.
- Create a safe, nurturing environment where children can play and learn.
- Supervise and evaluate guides.
- Monitor student: guide ratio to determine when new staff is needed.
- Communicate with children's parents or guardians about daily activities and programming options.
- Communicate with coordinator and school administrators when concerns arise.
- Facilitate the before and after-school care program and other duties as assigned by the Coordinator and/or School Administrators.
- Maintain family and staff confidentiality in conformance with School policy and State laws and regulations.
- Participate in required training: i.e. CPR, First Aid.

Competencies:
- Communicates effectively: Balancing listening and talking, speaking and keeping others informed effectively and efficiently.
- Exhibits collegiality: Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.
- Models initiative: Taking ownership of work, doing what is needed without being asked and following through on responsibilities.
- Demonstrates coachability: Being receptive to feedback, willing to learn, embracing continuous improvement.
- Responsive to families, children, staff and school administrators’ needs.
- Demonstrates knowledge of child development and age appropriate activities.
- Demonstrates the ability to navigate difficult situations in a professional manner.
Demonstrates flexibility and the ability to quickly adapt in the work environment.

Demonstrates accuracy and thoroughness and monitors work to ensure quality.

Responds to direction, follows instructions and completes work or task assigned by Coordinator and/or School Administrator in a timely manner.

Takes personal responsibility for own actions, keeping commitments and asking for and offering help when needed.

Observes safety and security procedures and reports any potentially unsafe conditions to the School Administrator and/or Coordinator.

Follows all staff handbook protocols (eg. dress code, language, punctuality, hygiene).

**Education:** Minimum of Associate’s Degree required; Bachelor’s Degree preferred.

**Physical demands:** Physical demands of the job require that a site leader is mobile. Must be available to work with students in all situations, playground, and able to lift a minimum of 20 pounds. Work environment is the classroom(s) and all areas inside and outside of the entire school.

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Site Leader Signature        Date