

JOB TITLE	DEPARTMENT	REPORTS TO
Before/After School Site-Based Supervisor	School Based	Principal

Position No: 63039	Length of Work Year: 183 days
Salary Schedule: N32	Date Approved: 7/13/26
FSLA: Non-Exempt	Date Revised:

JOB GOAL
To oversee the Before and After School Care on-site childcare program so that it is conducted in a safe and enriching manner for the program participants.
MINIMUM QUALIFICATIONS
1. Associate degree or 60 credits. 2. A minimum of three (3) years of experience working with students. 3. CPR/First Aid Certification and must be maintained. 4. Knowledge of grammar, spelling, business English, and mathematics. 5. General office skills, word processing and data entry proficiency 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
1. Coordinate all activities related to the program and lead all staff in planning, carrying out, evaluating curriculum activities in coordination with program evaluation, and scheduling of developmentally appropriate activities for children. 2. Implement curriculum that provides age-appropriate activities. 3. Implement effective discipline practices within the guidelines of St. Lucie Public Schools. 4. Oversees the direct supervision of children to ensure the safety and security of children at all times. 5. Supervise storage, disbursement, and inventory of materials and supplies. 6. Recruit and supervise personnel and delegate responsibilities to program staff. 7. Interact effectively with children, staff and parents and provide consistent communication to parents regarding policies, responsibilities, and special events of the program. 8. Establish and maintain an effective system to ensure accuracy and confidentiality of all records. 9. Collect and maintain accountability of fees. 10. Monitor/record daily attendance at the beginning of each session, utilizing updated absentee lists from the school. 11. Monitor and enforce safe procedures for child pick up by authorized family members/guardians. 12. Serve as the program designee for parent/child conferences. 13. Serve as the program designee to the school principal. 14. Perform assigned tasks in a timely and efficient manner. 15. Perform assigned tasks with a high standard of quality. 16. Perform other duties as assigned by the immediate supervisor or designee.
PHYSICAL DEMAND CLASS:
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying objects weighing 26-50 pounds. Continuous walking and/or standing are required to carry out duties.