

EXCARE SITE SUPERVISOR

ExCare, Delanco Township Board of Educations before and after-school childcare program, is looking to hire a Site Supervisor.

Performance Responsibilities:

- Supervise students attending the before and after care program.
- Provide leadership for the arrangement and supervision of indoor and outdoor activities.
- Organize the daily schedule.
- Provide oversight for the storage and maintenance of play equipment.
- Assist students with toileting, feeding and ambulating skills as needed.
- Treat accidents or injuries as follows:
 - Apply first aid if not serious
 - Contact 911 if serious
- Remain at the program site until all program students have been picked up. Contact the student parents in the event the student dismissal process has not been completed within appropriate time periods of the scheduled dismissal time.
- Provide oversight for regular safety drills.
- Inform the building principal of staff, student or parent concerns, accidents, illnesses, building safety concerns, emergencies.
- Supervise assigned child care workers.
- Attend meetings and training programs as required by the building principal and business administrator.
- Maintain an inventory of program supplies.
- Prepare supply orders.
- Perform clerical duties including taking attendance, copying, and record keeping.
- Submit time sheets to the business office.
- Interact positively with all students, parents, and staff.
- Respond to parent e-mails and phone calls.
- Participate in activities designed and scheduled to improve program attendance and participation.

Position is available immediately and applicants must undergo a criminal background check at the cost of \$78.20.

Starting rate is negotiable based upon experience.

Site Supervisor position hours are:

AM: 6:45 to 8:15

PM: 2:15 to 6:00

On ½ days of school, start time for the PM positions is 12:30 pm.

Interested applicants, please email your resume to humarresources@delanco.com.

Applications will be accepted until Monday, November 27th at Noon.

The Delanco Township School District is an Affirmative Action Employer.