



**Job Title:** Before/After Care Assistant Site Director

**Department:** Before/After Care Program

**Reports To:** Before/After Care Program Site Director

**Grade:** BG-3

**Number of Days:** Varies

**Overtime Status:** Enrollment Center

**Last Revised Date:** March 31, 2015

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Work involves assisting the site director in planning and providing a program of developmentally appropriate, nurturing and enriching experiences for school age children. Work also involves assisting with fiscal management, administrative, and parent communications for the program.

**Minimum Qualifications:**

**Experience:**

- At least one year of experience working with children

**Education:**

- High school diploma or GED and at least one of the following:
- Current CDA (Child Development Associate credential)
- Current CCP (Certified Childcare Professional credential)
- Certificate of Mastery in early childhood education, child development or school age from and accredited Oklahoma two-year college
- 30 college credits from an accredited college or university which includes at least 15 college credit hours in child development, early childhood education, elementary education, recreation or other coursework that supports working with children, families and the community
- 4-year degree from and accredited college or university which includes 6 college credit hours in child development, early childhood education, elementary education, recreation or other coursework that supports working with children, families and the community
- 2- or 4-year degree from and accredited college or university in child development, early childhood education, elementary education, recreation or other coursework that supports working with children, families and the community
- A valid teaching certificate in education from the Oklahoma State Department of Education

**Certifications:**

- First aid and CPR training must be obtained within 30 days of initial hire date and must be kept current during time of employment

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Recognize that children and youth grow and develop at different rates with individual needs, temperaments, characteristics, and abilities
- Recognize the importance of providing a developmentally and culturally appropriate and safe learning environment
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents
- Maintain confidentiality of children and staff records
- Must be able to delegate, supervise, and motivate others to achieve the goals of the Before/After Care Program
- Pay close attention to detail
- Excellent customer service skills
- Basic knowledge of computers
- Ability to work collaboratively with others on a team

**Supervisory Responsibility:**

- Will be in charge of the program, in the absence of the site director

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Set-up and put away equipment and supplies daily, which may include moving cafeteria tables, and lifting storage containers

- Must be able to actively participate in physical activities on a daily basis; outside activities will take place during hot and cold weather
- Must be able to tolerate noise, movement, and a fast-paced environment
- Must be able to stand and/or walk for long periods of time

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*