



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: School Age Care Site Director (Child Care Director)
Rate: Starting at \$20.60/hour
Job Location: Hollywood Recreation Center and various sites throughout St. Mary's County
Hours: Part-time, Monday – Friday during SMCPs school year. Must be available to work 6:15-9am AND 2:30-6:30pm, as well as Out of School Camp days, 2-hour delay and 2-hour early dismissal days. Some evenings and weekends are required for special events.
Summer Camp positions available June – August

Supervision:

Supervisor: Program Coordinator

Supervises: School Age Lead Teachers and Teacher Assistants

General statement of duties:

Responsible for all on-site operations of the before and after school care center. Plan safe, enriching and developmentally appropriate activities that include children of all abilities. Ensure all children actively participate in activities, modifying activities as needed. Implement accommodation plans for special needs children, taking direction from inclusion staff and coordinator, to ensure full inclusion in the program. Communicate with stakeholders which include school staff, other school age care (SAC) staff, children, parents, and Recreation and Parks staff. Provide supervisory support to Childcare Division Administrative staff by actively supervising lead teachers, teacher aides and inclusion aides.

Essential Responsibilities:

The SAC Site Director will:

- Always maintain a professional self-image and project the values of the department, act as a positive role model for the children and an advocate of inclusion in our programs.
- Plan monthly activities that are developmentally appropriate for elementary school age children and achievable for small to large groups of children for combined lesson plans by established deadlines
- Act as primary contact to communicate with parents, coordinator and other staff regarding children's progress, areas of concern and needs
- Review accommodation plans for children, implement plans to include all children in the program; suggest modifications to plans as needed
- Monitor individuals and/or groups of children in a variety of settings (e.g. classroom, playground, etc.) for the purpose of enforcing program rules and procedures regarding student behavior and participation and/or providing a safe, respectful, and positive multicultural environment
- Be knowledgeable of and follow Office of Child Care regulations and department policies

- Supervise and observe staff; reinforce and acknowledge positive outcomes, coach staff on areas needing improvement, and follow department's progressive discipline process as needed. Support and enforce policies in staff handbook and in licensing regulations.
- Attend and participate in monthly staff meetings and required staff trainings/meetings; hold monthly staff meetings with staff on site
- Assist in preparing for and running special events sponsored by the division
- Complete other duties as assigned by recreation specialists or coordinator

Job Specifications:

Minimum Qualifications: Only candidates who meet the following requirements should apply:

Education/Experience:

High School diploma or equivalent. Must have at least 400 hours of work with school-aged children in a licensed program or formal recreation setting. Must have completed 90-hour child growth and development and school age curriculum or equivalent or be a licensed teacher.

Level I – Must be Maryland State Department of Education School Age Director qualified.

Level II – Must be Maryland State Department of Education School Age Director qualified AND have a minimum of 5 years of experience as a school age site director OR have a valid teacher's certification in a related field

Level III – Must be Maryland State Department of Education School Age Director qualified AND have a Masters' Degree in a related field

All Levels: **Must be at least 21 years old.** Must have transportation to various sites throughout the county.

Licenses and/or certifications: Must maintain current approved CPR/First Aid certifications. Must obtain Medication Administration certification through MSDE. Must comply with all training requirements required by Maryland State Department of Education, including, but not limited to COVID-19 Training, Basic Health and Safety Training, 9-hour communication class or have completed 1 college course for credit, and Including All Americans with Disabilities Act Training. Must complete new directors' training within 6 months of hire. Required to complete a minimum of 12 hours of annual training.

Required Skills and Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions. Understands licensing regulations, effectively communicates them to others and enforces them.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public.

- Communication –Ability to listen and understand information and ideas presented verbally or in writing. Ability to communicate in writing and verbally with staff, school representatives and families in an effective and professional manner.
- Ability to be flexible in schedule and personal objectives. Site location and shifts may change to meet program needs.

Additional Requirements:

An acceptable general background investigation to include a federal, state, and local state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check. Must submit Office of Child Care Medical Report prior to first day of work and every 5 years thereafter.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand, walk, run, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms, and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside.

Site Locations: Before and After School locations: Hollywood Recreation Center, Duke ES, Evergreen ES, Lettie Dent ES, Oakville ES, Banneker ES, Leonardtown ES, Chesapeake Public Charter School

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf
Positions open until filled.

Contact: Kelsey Jijon, Youth and Camp Programs Coordinator, 301-373-4689,
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