**JOB DESCRIPTION FOR: Panther Place Director**

**REPORTS TO:** Family Resource and Youth Service Center Coordinator

**QUALIFICATIONS:**

As established by the Board of Education.

**GENERAL RESPONSIBILITIES:**

To provide a nurturing environment for selected students after school hours; to be present at the Panther Place site on all days of operation and to maintain an orderly physical environment that is conducive to the growth and development of children.

**DUTIES:**

1. Oversee daily activities for students that contribute to their care, growth and development.
2. Assist other staff with the implementation of daily activities as needed.
3. Purchase supplies and materials for use in the program according to school and district guidelines.
4. Schedule resource people to provide special programs for students and their families.
5. Keep daily attendance and child release records; report absences in accordance with Board policies.
6. In the case of staff absence, find substitute personnel as needed. Provide a schedule of the day's activities to the substitute.
7. Schedule assignment of program aides and volunteer personnel.
8. Plan, purchase supplies, supervise, service and record daily afternoon snacks.
9. Distribute registration and enrollment forms. Enroll children admitted to the program.
10. Keep current, orderly and complete files of required child/staff records according to the district's specification for information and location of record-keeping.

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**JOB DESCRIPTION FOR: Panther Place Director (continued)**

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1. Purchase administrative supplies for record-keeping, according to program budget and district/school purchasing guidelines.
2. Maintain a responsible discipline policy and report persistent behavior problems to the building principal.
3. Communicate regularly with the building administrators and FRC advisory council to discuss issues regarding the program.
4. Present reports to the FRC advisory council and school board on enrollment, purchases, activities, special programs, anticipated program needs, behavior problems, and staffing.
5. Supervise workers and volunteers assigned to assist with activities.
6. Participate in the evaluation of program staff.
7. Be present on site at all times during program hours except in case of illness or emergency.
8. Follow district procedures to safeguard the health and safety of children in the program.
9. Be knowledgeable of the emergency file and emergency procedures.
10. Maintain current written plans and diagrams for use in case of an emergency. Plan, implement and supervise a schedule of required fire and severe weather drills.
11. Maintain current, written procedures for the storage, recording and administration of medications.
12. Maintain a current, written plan for medical emergencies and keep staff informed of it so that it may be implemented as needed in case of emergency.
13. Attend required hours of professional development.
14. Oversee staff attendance and performance.
15. Perform other duties as assigned by the building/district administration.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION June 17, 2013

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