



JOB DESCRIPTION

JOB TITLE: Before and After School Head Supervisor
DEPARTMENT: Early Years
REPORTS TO: Early Years Vice Principal

JOB SUMMARY: The Before and After School (BASC) Head Supervisor is responsible to coordinate the care of children Kindergarten through Grade 6 registered in the BASC program. The BASC Head Supervisor is a liaison between the BASC staff and the BASC Coordinator, coordinates tasks with other supervisors, assists with administrative tasks, and assists with the care of the children. Ideally, the BASC Head Supervisor will be present for both the A.M. and P.M shift.

KEY PROGRAM RESPONSIBILITIES:

- A.M. Shift (7:00-8:30 A.M.)
 - Assist with morning set up;
 - Delegate tasks for A.M. workers;
 - Conduct regular walk-throughs **to different BASC areas to** ensure worker/student ratio is appropriate and workers are in position;
 - Give morning announcements to students;
 - Pray with students prior to dismissal.
- P.M. Shift (2:30-5:30 P.M.)
 - Check BASC emails;
 - Check myserviceU for daily room availability;
 - Organize where workers will be posted;
 - Delegate end of the day tasks for P.M. workers;
 - Conduct regular walk-throughs to different BASC areas to ensure worker/student ratio is appropriate and workers are in position;
 - Stay late if parents are late picking their children up.

ADMINISTRATIVE RESPONSIBILITIES:

- Annually review and update:
 - BASC Parent Consent Form information;
 - Update weekly data sheets when needed;
 - Train new BASC employees on “Sandbox”, the BASC software program;
 - Work with Financial Controller to input data and check for accuracy.
- Weekly:
 - Ensure employee payroll cards are prepared and completed each week;
 - Ensure student database sheets are updated, photocopied and counted on time;
 - Ensure shifts are covered and recorded on the BASC calendar.
- Daily:
 - Help resolve issues between students;
 - Review Sandbox with each worker;
 - Ensure daily attendance reports are accurate and complete.
- New student - ensure that each new student coming into the program has been:
 - Entered into the Sandbox program;

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- Has a consent form;
- Is on BASC sign in-out database sheets.
- Students with a Medical Plan
 - Know each student's individual plan;
 - Know and ensure consistent location for backpacks, epi-pens, prescribed medication;
 - Ensure workers are aware of individual student needs.

COMMUNICATION RESPONSIBILITIES:

- Ensure proper reporting of:
 - Incident Reports;
 - Head Injury Reports;
 - Accident Reports.
- Connect with parents in person or via email when there has been a significant incident involving their child at BASC (an accident or behavioural issue) on the same day as the incident, if possible.

REQUIREMENTS FOR THE POSITION:

- Experience working with children;
- Computer skills;
- Good organizational and management skills;
- Strong interpersonal skills;
- Able to work independently and as part of a team.

OTHER REQUIREMENTS:

- have a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- give evidence of a strong commitment to Christian faith in belief and practice, and be in agreement with LCS' Mission, Vision and Core Value statements;
- be willing to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment and demonstrate confidentiality relating to all school issues;
- enjoy working with and caring for children in Kindergarten through to Grade 6;
- provision of a Criminal Record Check and Vulnerable Sector/Child Abuse Registry Check

HOURLY SALARY: \$17.50

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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