



Job Title: Before/After School Team Leader

Department: Before/After Care
Reports To: Before/After Care Program - Coordinator
Grade: BL-02
Number of Days: 12 Months
Security Access: Bell, Columbus, Disney, Eisenhower, Eliot, Eugene Field, Grimes, Grissom, Kendall Whittier, Key, Lanier, Lee, Lindbergh, MacArthur, Mark Twain, McClure, Monroe, Patrick Henry, Robertson, Salk, Skelly, Skelly Primary, Wright, Zarrow
Current Date: July 10, 2012
Overtime Status: Exempt

Job Objectives: Provide support for Before/After Care Program Coordinator and site staff.

Minimum Qualifications:

- Bachelor's Degree in Early Childhood Education, Elementary Education or closely related field.
- Experience in supervising and mentoring employees.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Conduct site visits to ensure programs are in compliance with DHS regulations and TPS guidelines.
- Maintain records of site visits, including plan of action for correction of areas of non-compliance.
- Maintain effective working relationships and communicate effectively with students, staff, parents and administrators.
- Assists with the hiring, training, supervision and evaluation of Before/After Care site supervisors, site assistants and substitutes.
- Participate and assist with planning of monthly staff meetings and trainings.
- Assist in collecting on past due accounts.
- Sub at sites as needed, to meet licensing ratio requirements.
- Will be the acting coordinator in the absence of the program coordinator.
- Other duties as assigned by supervisor.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Thorough knowledge of child growth and development.
- Ability to deal with problems in a courteous, tactful manner.
- Excellent human relations skills.
- Ability to engage families and staff in the continuous improvement of the program.

Supervisory Responsibility:

- Assists with supervising site staff including site supervisors, site assistants and substitutes.

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

- In addition to office responsibilities, conduct regular site visits and sub as needed for staff.

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