

Assets School

Job Title: After School Care Director

Employment Type: Part-Time

FLSA Status: Non-exempt

Department: K-8 Campus

Reports To: Principal

Job Summary

After School Director is responsible for the overall leadership, supervision, and operation of the After School Care (ASC) Program. This role ensures a safe, engaging, and well-staffed program that meets the developmental needs of students while remaining in full compliance with state licensing requirements and school policies. The ASC Director supervises ASC Leaders, oversees daily operations, ensures required training and documentation are current, and serves as the primary liaison between families, staff, and school administration.

Supervisory Responsibilities

Directly supervises 3 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education

An Associate's degree (or other 2-year degree) is preferred.

Certification and Licensing

- First Aid/CPR certified

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to talk or hear.
- frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms.
- occasionally exposed to stoop, crouch, or crawl.

The employee must:

- occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently exposed to outdoor weather conditions.

The noise level in the work environment is moderate noise.