



# NRHEG Public School

Independent School District No. 2168

High School  
306 Ash Ave. South  
New Richland, MN 56072  
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Fax (507)465-8633

Elementary School  
600 School St.  
Ellendale, MN 56026  
(507)684-3181  
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## Our Mission

**Empowering students with knowledge and skills to succeed.**

## Our Vision

**To be the school district of choice, inspiring excellence in academics, arts, and activities.**

## **School Age Care Supervisor**

**Position Type:** School Age Care Supervisor  
**Date Posted:** August 5<sup>th</sup>, 2021  
**Location:** NRHEG Secondary  
**FTE:** .50 - .65 (4 - 6 hours per day, or as assigned)  
**Date Available:** 21-22 school year  
**Closing Date:** Open until filled

### Position Information

NRHEG Community Education has an opening for a School Age Child-Care Program Supervisor (4-6 hours per day or as assigned) for the 2021-2022 school year. The position will focus on supervising children (ages preschool-5<sup>th</sup> grade) before and after school hours along with overall supervision of the day to day operation & management of the School Age Childcare Program.

An online application may be found at (<https://www.nrheg.k12.mn.us/Page/3446>).

Macy Whiteside if you have additional questions.

Macy Whiteside, Director of Community Education  
mwhiteside@nrheg.k12.mn.us  
507-417-2667

### **Qualifications:**

1. Ability to work with Community Education Director in the planning, development and execution of a successful School Age Care program.

2. Good communication and organizational skills – dependable, prompt, flexible and aware of child development.
3. Good human relations skills in dealing with a wide variety of people.
4. Good managerial skills necessary in delegating assignments to staff and implementing curriculum.
5. Familiarity with Excel, Word, and SMART finance - RegionV computer programs

**Responsibilities and Duties:**

1. Program Development and Implementation
  - A. Work with the Community Education Director to help prepare the curriculum that meets the needs of each student during the summer and school year.
  - B. Continually monitor and mentor staff with their implementation of this curriculum.
  - C. Act as a substitute for various positions throughout School Age Care if needed.
  - D. Work directly in the program by supervising students in the morning and/or afternoon and carrying out program activities for Preschool – 5<sup>th</sup> grade.
  - E. Organization of classrooms and inventory management.
  - F. Check in materials from purchase orders.
2. Reception
  - A. Communicate with parents and students about various items.
  - B. Greeter to new clients, staff, students, and the general public.
  - C. Phone reception in SAC classrooms during working hours.
  - D. Organization of bulletin boards in SAC main areas and classrooms.
3. Attendance
  - A. Organize daily attendance year round from parent calls and absent children.
  - B. Organize student attendance from staff input.
  - C. Make calls home to verify and question absences/additions.
4. Personnel
  - A. Provide support for all lead staff, aides, and paraprofessionals as they carry out program goals and objectives set by the Community Education Director and Supervisor.
  - B. Help delegate tasks to staff that enable them to grow.
  - C. Make recommendations to the Community Education Director on staff needed for the program.
  - D. Monitor, mentor, and train staff. Prepare staff schedules, hiring of staff, and providing professional development opportunities.
5. Community Education
  - A. Work with the Community Education Director in setting long and short term goals for NRHEG School Age Care.
6. Health Tech
  - A. Organize and file daily, monthly and annual health documentation
  - B. Handle daily medication schedule
  - C. Handle daily medical needs of students

- D. Handle medical procedures deemed appropriate by medical doctor or nurse
  - E. Contact with parents to determine course of action with ailing students
  - F. Communication with parents regarding doctors notes for attendance or excused participation from daily activities
  - G. Maintain Health Office Log, Information Sheets and Alert Letters.
7. Student Discipline and Behavior Planning
- A. Handle students coming to the office on behavior or discipline referrals
  - B. Discuss behavior plans with students
  - C. Aid students in coming up with a plan to improve behavior
  - D. Make phone calls to parents as behavior dictates
  - E. Filing and tracking student discipline data
  - F. Implements & tracks rewards system
8. Other
- A. Perform other duties as assigned by the Community Education Director.