

BEDFORD COUNTY BOARD OF EDUCATION
JOB DESCRIPTION

Job Title:	School Age Care Program (SACP) Assistant Program Director	Revision Date: Revised By: Neil Watson	04/12/2022
Job Code:		FLSA:	Non - EXEMPT
Salary Plan:	As per current schedule.	Sick Leave	1 day per month of service
Pay Grade:	Classified Scale	Vacation Days	10 days per fiscal year
Funding Source:	Federal	Duration: # of days	240

Job Summary: At the direction of the Director of SACP, the SACP Assistant Program Director is responsible for providing support to the Program Director and Site Directors for the maintenance of a quality School Age Care Program. General knowledge of the program and our policies is necessary.

Reports to: Director of SACP

Department Name: SACP

Primary Job Duties/Responsibilities: This is not an exhaustive list and employees may be assigned additional duties by the Director of Schools and/or Director of SACP as required.

Essential Functions	Assist the Program Director with program planning and implementation of activities.
	Learn state licensing requirements for the purpose of helping inspect and improve sites.
	Help with the orientation and training of new and existing staff.
	Help with field trips if needed.
	Learn the child care computer program in order to process tuition payments and generate payment and attendance sheets.
	Collecting data for state requirements
	Work at SACP sites as needed.
	Perform other duties as may be assigned by the Program Director.

Education and Experience Requirements

Education/ Experience (training/degree): Required minimum:

High School Diploma/Equivalent GED

2 Years of childcare experience required

Equipment Usage (if applicable):**Safety of Others:**

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

ADA Requirements/Compliance**Physical Demands:**

This position requires lifting of objects that may exceed 20 pounds with frequent carrying of objects that weigh 10 pounds or more. Other physical demands that may be required are:

1. lifting, carrying, pushing and/or pulling
2. climbing and/or balancing
3. stooping, kneeling, crouching, and/or crawling
4. reaching, handling, and/or feeling
5. talking and/or hearing
6. seeing

Unavoidable Hazards:

The position is exposed to no unusual environmental hazards

Sensory Requirements:

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

Bedford County Schools is an Equal Opportunity Employer. ADA requires BCS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.