LITITZ CHRISTIAN
EARLY LEARNING CENTER

School Age Site Lead - Baron
Job Description

POSITION SUMMARY

The School Age Site Lead oversees daily operations of the after-school program at Baron Elementary, providing a safe, nurturing, Bible-based environment for children ages 5–12. Working closely with program leadership, the Site Lead supports staff, builds positive relationships with families, and ensures the program reflects Lititz Christian School's mission and values while meeting licensing and accreditation requirements.

EDUCATION AND EXPERIENCE

- ✔ High school diploma or GED and 2,500 documented hours working with children.
- ✔ Strong communication, organization, classroom management, and problem-solving skills.
- ✔ Ability to manage multiple responsibilities, remain calm under pressure, and learn new software.

QUALIFICATIONS

- ✔ Maintain current FBI fingerprinting, Pennsylvania State Police, child abuse, and NSOR clearances.
- ✔ Maintain Pediatric First Aid/CPR certification and Mandated Reporter training.
- ✔ Provide physician documentation of a tuberculosis test and physical upon hire; submit an updated physical every two years.
- ✔ Complete required DHS, ACSI, and Keystone STARS training, including four hours of approved Bible study annually.
- ✔ Ability to independently supervise children ages 6–12 within the required 1:12 staff-to-child ratio.
- ✔ Ability to kneel, bend, squat, lift, push, pull, and carry children up to 70 pounds.
- ✔ Demonstrate dependable attendance, punctuality, professionalism, and a caring approach to children and families.
- ✔ Have dependable transportation and availability for full-time employment with scheduling flexibility as needed.

REQUIRED EXPECTATIONS

- ✔ Respond to children's social, emotional, physical, and educational needs using developmentally appropriate practices and positive behavior guidance.
- ✔ Be a warm, nurturing Christian role model and maintain professional, respectful relationships with families and coworkers.
- ✔ Follow DHS/OCDEL regulations, Keystone STARS requirements, ACSI standards, and the NAEYC Code of Ethical Conduct.

RESPONSIBILITIES AND DUTIES

- ✔ Oversee daily site activities, guide staff, and maintain appropriate supervision and staff-to-child ratios.
- ✔ Collaborate with program leadership on schedules, staffing, supplies, and program goals.
- ✔ Implement provided lesson plans, lead engaging activities, support homework completion, and recommend adjustments to meet children's needs.

- ✔ Communicate clearly with families, school personnel, and program leadership; help build a welcoming program community.
- ✔ Maintain accurate attendance, program records, and child documentation; assist with Brightwheel communication and documentation. Training is available.
- ✔ Complete required observations, screenings, assessments, and incident or behavior reports; communicate concerns promptly to families and program leadership.
- ✔ Maintain a clean, organized, safe environment and follow required cleaning, sanitation, and food-service procedures.
- ✔ Operate the school van for local field trips in accordance with transportation requirements.
- ✔ Attend monthly evening staff meetings and occasional evening or weekend school and family events. Assist with summer camp and other related duties as assigned.

IMMEDIATE SUPERVISOR

The School Age Site Lead reports to the School Age Program Director. Questions or concerns about children, program operations, or school policy should be directed to the Director. Unresolved concerns may be brought to the Head of School.

This job description outlines the primary responsibilities of the School Age Site Lead and is not an exhaustive list of duties.