

Running head: Job Analysis

Job Analysis

Site Director of After School Program

Student XYZ

University of Colorado at Denver

Abstract

A job analysis provides the opportunity to give a detailed description of all the activities, characteristics, expectations and skills encompassing a given job. Although there are many methods to conduct a job analysis, I chose a hybrid-method because this is a combination of many methods. The job used for the job analysis and job description is that of the site director for an after school program. This job entails supervision of children, age kindergarten to sixth grade, and the supervision of staff members as well. The duties include clerical, supervisory, accounting and organizational areas. Following interviews and observations, a proper job description was produced.

The job I will be using for my job analysis is the site director of a before and after school and summer program at an elementary school. The age group is kindergarten to sixth grade. The before and after school program is part of the company, All Those Crazy Kids, that implements 7 programs at 7 different elementary schools. The before and after school program takes place during regular school days. The summer and holiday program takes place during summer and when the children do not have school, i.e. Christmas Break and Spring Break. My data will come from interviews and previous job descriptions included in the employee handbook for All Those Crazy Kids, as well as observations. I will also use a comparison from O*net because this includes information about the occupation and the characteristics needed for success in the position (Aamodt , 2007).

In regards to interviews, I will interview the owner of All Those Crazy Kids, and two Directors that work at two different elementary schools, Somewhere Elementary and Anotherplace Elementary. The owner, John Doe, has been the owner of the company for 17 years. The site director of Somewhere Elementary, Jane Doe, has been the director of two sites for 7 years. Also, I will interview the Director of Anotherplace Elementary, Joe Blow. He has been the director for 3 years and has worked for the company for 7 years.

I will use a hybrid method that includes both worker-oriented information and job-oriented information. A hybrid method should be used in this job analysis because not only is it important to list the tasks involved in the job, but a good site director should understand the characteristics needed as well. Working with children requires both.

To begin the job analysis, I started with recording information in the previous employee handbook. I kept a record of the tasks that were described in the current job

description and the job summary that was listed. I also spent a day observing Jane Doe and Joe Blow. During each observation, notes were taken on the various tasks performed throughout the day, the interaction between job incumbents and the staff and children, and their attitudes. Observation can be obtrusive, but it allows the analyst to actually see the worker do the job (Aamodt, 2007).

Next, I began my interviews. I started with the owner, John Doe. I asked him the following questions:

- What do you expect a great site director to do?
- How would you summarize the tasks a site director is responsible for?
- What kinds of certifications or qualifications are needed before you can hire someone for the position?
- What are the hours and days of work?
- What are the general responsibilities you expect the site director to carry out?
- How should a site director be with the children, parents, and staff?

Finally, I interviewed the two current site directors, Joe Blow and Jane Doe. I asked each of them separately the following questions:

- Please tell me what a typical day of work looks like to you?
- What would you consider your responsibilities?
- What characteristics are needed for your current position?
- What do you spend most of your day doing?
- What hours and days do you work?
- What are your current qualifications and/or certifications?
- Do you ever have to work outside of your normal hours of work?

- What would you consider your actual tasks?
- What do you do with the children all day?
- Please give me a list of the tasks, duties or activities you are responsible for at work?
- What are the effects of your job?
- What is your salary?
- What skills do you need?

The information I obtained from the interviews corresponded well with the current job description found in the employee handbook, although I did have to add information about certifications because requirements have changed by the state. Also, there was some discrepancy about scheduling field trips and full day activities. The current handbook did not include this information. The information from O*net was less detailed than the information obtained from the interviews. The O*net only had information about a childcare worker, not a site director. I still used the O*net to provide information about proper wording and to help with categorizing activities.

References

Aamodt, M.G. Bob Kauser (5th Ed.). *Industrial/organizational psychology: An applied approach* (pp. 30-65). Belmont, CA: Thompson Wadsworth.

Occupational Information Network. (2004). Summary report for: Childcare worker.

Retrieved April 13, 2009, from O*net Online Website:

<http://online.onetcenter.org/link/summary/39-9011.00>.

Sunrise Sunset. (2007). Employee Handbook. Aurora, CO: Mick Varner.

Appendix

Job Description Site Director Lovely Town Elementary (K-8)

Job Summary

The site director is responsible for the supervision of children and staff before and after school. Specifically, ensuring there is a safe, fun and well organized atmosphere. The site director is also responsible for other supervising, clerical, accounting and scheduling/organizational activities.

Work Activities

The work activities for the Site Director are shown below:

Supervising Activities

- Watch children closely before and after school
- Make sure staff is supervising children as well, and performing their appropriate tasks
- Administer roll call daily to ensure all children are accounted for
- Make sure the ratio for children to staff is maintained at 15:1
- Sign up new children and speak with parents
- Create proper discipline plans
- Speak with Social Services when they do a quarterly check
- Contact parents in the event of an emergency

Clerical Activities

- Maintain attendance book, keeping all names updated
- File away appropriately children's applications and emergency cars
- Keep staff files organized and up to date
- Buy games and craft supplies
- Keep game closet organized
- Update and maintain sign-in/sign-out sheet
- Make appropriate copies each day (sign-in/sign-out sheet, coloring sheets, calendars, etc.)
- File away sign-in/sign-out sheet daily
- Maintain requirements from the state
- Keep state childcare license up to date
- Maintain parent bulletin board

Accounting Activities

- Enter checks into attendance book
- Create balance due forms for families

- Maintain each family's account
- Prepare yearly tax forms for each family
- Total employee hours each week
- Maintain employee time sheet
- Make weekly deposit
- Keep track of amount deposited

Scheduling/Organization Activities

- Create weekly calendar of activities for after school
- Plan gym activities
- Plan craft activities
- Schedule employee shifts
- Create monthly calendar for parents
- Create monthly payment schedules

Tools and Equipment

- Computer
- Markers/pens
- Copy machine
- Printer
- Fax machine
- Laminator
- Cell phone

Job Context

The site director spends most of the time supervising children and staff and engaging in activities with them. The site director is responsible for 60-80 children day and 3-5 staff members. The workdays are Monday thru Friday with a split hours; 6:30-7:30 am, and 2-6pm with full days when the children are out of school. There are unpaid holidays. The director can use 10 days of personal time off. No weekend or overtime necessary, except for an occasional staff meeting or training session. Psychological stress can be high when working with children.

Work Performance

The owner evaluates the Site Director annually. To receive excellent performance, the site director must

- Maintain all children's records properly
- Maintain all bookkeeping and accounts properly and organized
- Receive limited or no write ups from Social Services
- Maintain child safety at all times
- Have excellent rapport from parents and children
- Maintain a level of respect from the children and staff

Job Competencies

Upon hire, the site director must

- Have a high school diploma
- CPR Certification
- Basic Computer skills
- 1200 Hours of direct childcare experience
- Pass a background check
- Be in moderate physical condition

After hire,

- Obtain Universal Precautions certification
- Obtain certification to administer medication
- Learn all children's names and allergies
- Learn to maintain attendance book
- Memorize school calendar