

Greene County Schools
Extended School Program (ESP)
2021-22

Site Director Responsibilities

1. Performs the duties of the Direct Care staff/ Staff time approvals, Schedules, Evaluations
2. Request materials and supplies
 - Can only order with permission of ESP Administrative team.
 - Special Items- submit specific ordering information that may be attached to a purchase order requisition by Tammy Duncan(Form- Special Item Request)
3. Finance
 - Will maintain attendance records and billing through ProCare.
 - Invoice parents on a **weekly** basis
 - Ensure regular parent communication about billing and ensure accounts do not exceed overdue balances. Enter into contracts with parents to try and collect overdue balances and report excessive balances to Ellen to turn over to collections.
 - Receipt parent payments
 - **Make bank deposits at least every three business days- no exceptions!!**
 - Submit a copy of the transmittal form, deposit slips, and copies of receipts to parents to Tammy Duncan by the 5th of every month.
 - Submit personnel time log and time sheets to ESP Supervisor before the deadline and ensure online time has been **submitted**- (Form- ESP Personnel Time Log)
 - Collect required documentation for enrollment and field trips
 - Distribute parent communication as directed by the principal and ESP Supervisor
 - **Assure custodial and security duties are complete at the end of each shift.** If you aren't working, assign this to another employee that is working.
 - Report any incident immediately to principal and ESP Supervisor by phone and assure supervising personnel complete appropriate documentation (Form- Incident Report)

Our governing documents are:

1. Tennessee Rules and Regulations Chapter 0520-12-01 Standards for Infant/Toddler, Preschool, and School-Age Extended Care Programs
2. Greene County Board of Education Policy and Procedures