

School-Age Center (SC) Positions Overview

SC Position Title	Program Coordinator	Program Leader	Assistant Program Leader	Volunteer	Visitor
Rule	414-310-0290	414-310-0300	414-310-0310	414-310-0320	
Role (position definition)	Responsible for coordinating overall management and operation of the center of one or multiple sites. May also serve as a Program Leader, if qualified and if the center is certified for less than 45 children	Responsible for the day-to-day operation of the program and supervision of children.	Staff who support Program Leaders in caring for children but who must be directly supervised	Any person who provides labor or services to a child care center but is not compensated with employment pay or benefits. "Staff" means an individual who is an employee, or a volunteer who is in the center for more than a single activity.	At the program for a single event, such as: a repair person, a professional working with an individual child, or librarian visiting the program.
Age requirement	at least 21 years of age	at least 18 years of age	at least 15 years old	If under the age of 15 must have written permission from a parent or guardian.	N/A
CBR	Must be enrolled in the CBR before the staff may be on the child care premises	Must be enrolled in the CBR before the staff may be on the child care premises	If 18 years of age or older, the individual must be enrolled in the CBR before the staff may be on the child care premises.	A volunteer must never have unsupervised access to a child unless the volunteer is the child's parent or if the volunteer is enrolled in the Central Background Registry.	Visitors are not required to be in the CBR, but shall not have unsupervised access to children.
Qualifications	Must have at least one year of experience supervising adults Have verifiable knowledge of child development for school age children, as evidenced by a combination of professional references, education, experience or training; or completion of the training listed in Table 1 within 90 days of hire. See Table 1 of 414-310-0290	Meet the experience and training qualification requirements for the assigned age group for the group of children in the Program Leader's care in one of the options listed in Table 2. See Table 2 of 414-310-0300	N/A	Potential employees may not volunteer in the program. If a volunteer is used to meet staff-to-child ratios, the center must document how the volunteer meets the qualifications of the position they are filling including CBR enrollment.	Visitors are not potential employees and are not counted in ratio. Visitors do not have to meet qualifications or training requirements.
Training	Meet the initial and annual training requirements (also see 414-310-0340, Annual Training and 414-310-0330, Orientation and Initial Training	Meet the initial and annual training requirements	Must meet the initial training requirements	A school-age center must identify the duties for each volunteer and share them with the volunteer and program leader in writing prior to the volunteer beginning work at the center	Visitors do not have to meet qualifications or training requirements.

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Staff Supervision	Must be available by phone at all times during child care hours.	Responsible for the supervision of any assistant program leaders or volunteers assigned to their group and their assigned group of children at all times	<ul style="list-style-type: none"> • If under 18 years old: within sight AND sound of a Program Leader; or • If over 18 years old: within sight OR sound of a Program Leader 	Must be supervised by a staff member who is actively enrolled in the CBR.	Must be supervised by a staff member who is actively enrolled in the CBR.
Time on site	<p>Must be at each site while children are in care:</p> <ul style="list-style-type: none"> • If the most experienced program leader at the site has been in their positions for less than six months, at least two times a month, and for a minimum of one hour each visit. • If the most experienced program leader at the site has been in their position for more than six months, one time a month for a minimum of one hour. 	<p>There must be one designated Program Leader on site at all times.</p> <p>A school-age center must have at least one caregiver who meets the qualifications of a program leader with each group of children.</p>	May not be alone on site or alone with a group of children	<p>Unless participating in a structured volunteer program, volunteers under the age of 15 may be on the premises of the school-age center for no more than four hours per day.</p> <p>Potential employees may not volunteer in the program.</p>	<p>Must be recorded on the visitor log as they arrive and when they leave.</p> <p>Visitors are only on site for a single event, such as a plumber making repairs or a librarian that visits once a month for story time.</p>

Substitutes:

- May be volunteers or paid staff; and
- Must meet the qualifications and initial training requirements for the position for which they are substituting.
 - This includes CBR enrollment
- In addition, rules 340(1)(b) states, substitute program leaders who provide care for 35 hours or more per licensing year (at one or more sites operated by the school-age center) must also meet ongoing annual training requirements.