

AFTER SCHOOL PROGRAM SITE SUPERVISOR

JOB SUMMARY

Under general direction, organizes, implements, and supervises a single site afterschool program for school age children.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the lower level Instructional Assistant classification in that a primary responsibility consists of assistance to the program Director with site program planning and organization, direction to subordinate staff and student supervision. The Instructional Assistant staff assigned to this program work directly with the students in instructional and recreational activities. And it is distinguished from the higher-level ChildDevelopment Services Department Supervisor in that the Site Supervisor only supervises employees and the afterschool program at one site, while the Department Supervisor oversees the implementation of an entire program within the department with supervision over multiple sites.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class receive supervision and report directly to an assigned Child Development Services Department Supervisor. Job incumbents provide direction to and supervise program Instructional Assistants and student supervision personnel working at their site.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Manages the day to day operations of a school site afterschool program, including homework assistance and tutoring and maintenance of appropriate student standards of behavior;
- Acts as a liaison with school site staff, program staff, program directors and other district personnel to maximize program effectiveness;
- Monitors enrollment and attendance as outlined by the specific program administrator to ensure service to as many students as possible;
- Establishes and maintains a positive, inclusive program environment;
- Represents the site program at school site staff meetings;
- Supervises and trains program staff and coordinates and responds to site staffing and scheduling needs;
- Evaluates and provides feedback and coaching to assigned employees;
- Facilitates communication between program staff, students, families and community;
- Acts as spokesperson for program as needed;
- Assists in gathering articles for the after school program newsletter;
- Oversees collection of attendance data and snack records and meets timelines for submission and return of documents and records;
- Provides input to program administrators regarding curriculum, curriculum alignment to common core and state standards, design of program schedules, and classroom set up for effective learning;
- Schedules activities;
- Disseminates program information to staff, students and parents;

- Monitors site program compliance with all pertinent state laws, contractual agreements, district policies and procedures.
- Ensures that appropriate space and materials are available for student activities;
- Maintains basic inventory of supplies;
- Submits purchase requisitions in a timely manner;
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Any combination equivalent to two years of college level coursework at an accredited college. An Associate of Arts or Bachelor's degree with emphasis in child development, education or a related field is preferred. Child Development Supervisor's Permit is preferred.

Experience: Three (3) years related experience. Experience leading or supervising employees as well as a teaching credential or other childcare certification is desirable.

Knowledge of:

- The rules, regulations and daily practices of operating a student after school facility;
- Developmental needs of program participants
- English usage, grammar, spelling and punctuation;
- Modern record keeping practices and procedures;
- Computers and basic software programs;
- Business math;
- District rules and policies;
- Laws, regulations, and practices relating to supervision of child development program personnel.

Ability to:

- Provide program coordination, direct activities, and assign and supervise personnel as needed to provide a positive environment for children;
- Interpret provisions of law, rules, regulations, and district policy to staff, other agencies, and public;
- Establish and maintain effective working relationships;
- Communicate effectively both orally and in writing with staff, parents, children, public and District personnel.
- Establish and maintain safe and healthful environments;
- Effectively supervise subordinate staff;
- Utilize computers and basic software programs for word processing, spreadsheets, databases.

Licenses Required: Valid, current First Aid and CPR Certificates must be obtained within the first six months of employment.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this general instructional assistant category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee’s primary responsibility is working with students in an afterschool program. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands: The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required. Physical demands may also increase due to recreational program assignment where the employee will engage in recreational activities with students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

After School Program Site Supervisor	
Personnel Action	Personnel Action Date
Approved by the Personnel Commission:	9/26/22