

Western Placer Unified School District

POSITION DESCRIPTION

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Position Title: **GRANT FUNDED AFTER SCHOOL PROGRAM SITE SUPERVISOR**

Department: Office of Support Services

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**SUMMARY:**

Under the direction of the Program Coordinator, manages the site After School Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* In conjunction with the After School staff, develops and implements instructional and recreational activities for the program.
- \* Provide assistance with the interviewing process for High School and College Aides
- \* Selects and purchases materials and supplies for use in the program.
- \* Directs the activities of the program with the assistance of the program teacher and After School staff.
- \* Manages the behavior of program participants/students
- \* Manages the After School Program site budget.
- \* Communicates with parents and teachers of program participants as needed.
- \* Communicates with the Program Coordinator and site administrator on regular basis.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily under the direction of the Program Coordinator and site administrator. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must obtain Live Scan Fingerprint clearance and current TB results prior to employment.

**EDUCATION AND/OR EXPERIENCE:**

High School Diploma or General Education Degree (GED), experience working with children, experience supervising college and high school students

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in standard English. Ability to listen well. Ability to effectively present information in standard English in one-on-one and small group situations to students and employees of the After School Program. Ability to communicate with parents and site staff.

**MATHEMATICAL SKILLS:**

Ability to teach mathematical skills to program participants and to direct math tutoring by Instructional Aides.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out written or oral instructions. Ability to promptly deal with problems involving concrete variables in standardized situations. Ability to discern when such problems should be referred to the site administrator for resolution.

**OTHER SKILLS AND ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely in standard English, both orally and in writing. Ability to give and follow directions. Ability to perform duties with awareness of all district requirements and Board of Trustee policies, as indicated in the Employee Notification packet.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee may also be required to stand, walk, run, climb, balance, jump, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike, or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is sometimes loud, within a standard acceptable level for this environment. Under the direction of the Program Coordinator and Site Administrator, the employee is continuously responsible for the safety, well-being and work output of students.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***