

## POSITION DESCRIPTION

**TITLE:** SITE SUPERVISOR, AFTER-SCHOOL ENRICHMENT PROGRAM

**TYPE:** Classified

**Reports To:** 21<sup>st</sup> Century Program Coordinator

### POSITION SUMMARY:

The Site Supervisor will be responsible for recruiting program participants, assessing student and parent interests, developing and scheduling activities, supervising high school educational assistants, instructing students using the Lit/ART enrichment curriculum, and assisting in program marketing and evaluation.

### MINIMUM QUALIFICATIONS:

1. 18 years of age or older
2. High School Diploma or equivalent as required by OAR 581-37-030
3. Possess and maintain a valid Oregon Driver's License

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Be independent and self-motivated when working with children.
5. Provide organization and leadership within the program.
6. Be a role model for youth.
7. Recruit and enroll students into the program.
8. Set up initial attendance and base line assessment mechanisms.
9. Assist in the development of programs and activities.
10. Assist in the development of communications and marketing materials.
11. Deliver LitART reading enrichment curriculum to student participants.
12. Supervise high school educational assistants in recreational and mentoring activities with students.
13. Participate in district, state and community instructional and mentoring trainings.
14. Complete required 21<sup>st</sup> Century site reports and statistics.
15. Complete and submit in a timely manner all required reports and timesheets.
16. Attend sponsored orientation, trainings, meetings and disaster response.
17. Performs such other tasks as may be appropriate to the Board.
18. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
19. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
20. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.

21. Assists parents and community members as needed.
22. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
23. Complies with professional development activities as required by the District.
24. Holds expectations for high performance of self and students.
25. Demonstrates computer literacy and operates software programs as related to job responsibilities.
26. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
27. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
28. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
29. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIRED:**

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card or be a Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor.
9. Possess a valid Oregon Driver's License and (if assigned) qualify as an approved driver by the Woodburn School District's liability insurance carrier.
10. Complete all District required trainings.

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No  
 If yes, see addendum to Site Supervisor job description.

**TERMS OF EMPLOYMENT:**

Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date