

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXTENDED SCHOOL PROGRAM SUPERVISOR

BASIC FUNCTION:

Under general direction, is responsible for the operation of the District's Extended School Program; supervises the activities of assigned personnel; plans and directs educational, recreational, and child care programs for school-aged children; administers a budget and budgeted expenditures. This classification is assigned to a work schedule consistent with the operation of the Extended School Program, which may differ from the regular school district calendar and work schedule. This is a management position.

DISTINGUISHING CHARACTERISTICS:

The Extended School Program Supervisor is responsible for directing and supervising the activities of the child care and recreation programs, including the supervision of assigned Extended School Program Assistant Supervisors, Extended School Program Leader II's and Extended School Program Leader I's. The Director, Child Development Programs, has overall responsibility for the District's Child Development and Extended School Programs, including the generation of funds for their support; develops and administers program budgets; plans, organizes and directs the District's Extended School and Child Development Programs, including the supervision of the Extended School Program Supervisor and the Child Development Program Supervisor. The Child Development Program Supervisor is responsible for directing and supervising the day-to-day operations of the District's Child Development Program, including the supervision of Child Development Program Assistant Supervisor(s), Child Development Program Leader II's and Child Development Program Leader I's.

REPRESENTATIVE DUTIES:

Designs, plans and directs the activities of child care and recreation activities of the District's Extended School Program, including recreation, social skills, and physical development programs.

Plans and implements developmentally appropriate educational and recreational programs which provide for the optimum growth and development of school-aged children; including, the establishment and maintenance of regular daily programs and schedules.

Plans and supervises programs that provide a responsive environment for the optimum growth and development of school-aged children.

Is responsible for the development and maintenance of a program for family involvement, the scheduling of field trips, cultural events and other related activities.

Selects, supervises and evaluates Extended School Program staff, and is responsible for inservicing assigned personnel; may substitute for other Extended School Program personnel as necessary.

Regularly monitors and administers budget expenditures, and provides appropriate status reports.

Utilizes established accounting procedures for recording all program income and expenditures, as well as equipment and supply inventories.

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Assists in the establishment and maintenance of an active public relations program to promote and communicate the activities and benefits of the District's Extended School Program(s); provides positive contact with parents; creates involvement opportunities for parents.

Assures that an active enrollment program is conducted in accordance with established procedures, and that enrollment fees and tuition are collected and credited.

May assist in the preparation of grant applications for funding child development, recreation, and related programs.

Travels between school sites and other locations, and assures that assigned child development and recreation programs/activities are conducted in a safe manner, and in accordance with established rules, procedures, and laws.

Holds regular meetings with assigned staff members; attends meetings and programs as directed or required, and participates in professional growth activities.

Assists in the development and implementation of program goals and objectives.

Provides first-aid and cares for ill or injured students.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from the Director, Child Development Programs; (2) directly supervises one ore more Extended School Program Assistant Supervisors; (3) may supervise one or more Extended School Program Leader II's and/or Extended School Program Leader I's.

Internal Contacts: Continuing contact with children enrolled in the District's Extended School Program, other program staff members, as well as frequent contact with school site and District office personnel at all levels.

External Contacts: Continuing contact with parents; some contact with outside agency representatives and members of the general public.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The rules, regulations, including familiarity with the provisions of the Americans With Disabilities Act, the provisions of Title 22 of the California Social Services Regulations, and Section 504 of the Rehabilitation Act; daily practices for operating a child care and/or recreational program; principles of child growth and development; appropriate child development practices for special needs children; objectives and operating techniques of a successful child care, development, and/or recreation program; behavior modification and intervention strategies for school-aged children; basic principles of business and accounting, including budget preparation, income generation, and expenditure controls; public and community relations skills; preparation and maintenance of clear and accurate records and reports; principles and practices of good supervision and staff development training; interpersonal skills, including the use of tact, patience, and courtesy.

ABILITY TO:

Plan, organize, direct, and coordinate a child care, development, and recreation program for the optimum growth and development of school-aged children; prepare and administer a program budget; learn quickly and adjust to changing conditions; write effectively; prepare and present clear, concise reports; motivate and direct the activities of others; interpret provisions of law, rules, regulations, and district policies, and to communicate them to staff, other agencies, and the general public; establish and maintain cooperative and effective working relationships with others contacted in the course of employment; generate parental interest, and increase enrollment in the District's extended school/recreation programs; travel quickly and safely between school sites and other locations in the performance of assigned duties and responsibilities; learn and administer first-aid and CPR procedures; work independently and with a minimum of supervision and direction; work confidentially, with discretion; learn to work effectively in a multi-cultural setting, and be willing to work with special needs children.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: [1] a four-year degree from an accredited or approved college or university with a major emphasis in recreation or education, including a minimum of twenty-four (24) college semester units in recreation, physical education, child development, or other related field; and [2] having or securing an additional six (6) college semester units in school administration within twenty-four (24) months of employment within this classification; and [3] at least three (3) years of experience in supervising or operating a licensed child care and development or recreation program, including a minimum of one (1) year of experience in directing the work of others.

LICENSES AND OTHER REQUIREMENTS:

A Children's Supervisory Permit issued by The California Commission for Teacher Preparation and Licensing, or qualified to receive such a permit.

Possession of a valid California Driver's License and a reliable motor vehicle for personal transportation.

The possession or the securing of a valid First-aid Certificate, or the completion of the Westminster School District basic first-aid training program within three (3) months employment in the classification.

The possession of or the securing of a valid CPR Certificate, or the completion of the Westminster School District training program, within six (6) months of employment in this classification.

PREPARED BY: Classified Personnel Department DATE: 2/20/94

APPROVED BY: Board of Trustees DATE: 7/18/91

APPROVED BY: Personnel Commission DATE: 3/15/94