

Job Description
MOORE PUBLIC SCHOOLS

Job Title: After School Activities Program Supervisor

Credentials: Teaching credential

Education: Bachelor's degree in Education

Training or Experience Required: Minimum of 5 years teaching experience, coaching experience preferred, background in organizing large scale projects preferred.

Specific Skills, Knowledge, Abilities:

Communication skills, (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms, giving instructions, word processing, and computer skills. Requires knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft, and proofing of complicated material. Requires ability to communicate in clear, grammatically correct English.

- a. Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.
- b. Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and/or percentages.
- c. Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Site: Administrative Service Center

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs administrative level duties under limited supervision of Superintendent or Designee to coordinate an afterschool activities program. Provides a line of communication between school and community by promoting achievements and accomplishments of the district in the area of afterschool activities. Develops, implements, and coordinates intramural programs. Improves the communication of programs in the district to enhance the productivity of employees; promotes the overall efficiency of the school system; and maximizes the educational opportunities and benefits available to each child.

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An individual in this position will utilize discretion, ingenuity, and judgment due to the complexity of the job.

Contact with Others: The Activities Supervisor has regular contact with persons outside the district. Skills required include tact, diplomacy, independent judgment, problem solving, interpreting policies and procedures based on experience.

Performance Expectations: The Activities Supervisor will need to:

- A. Be customer focused to resolve problems effectively.
- B. Manage human resources and diversity while promoting productivity and efficiency, health and safety, employee training and development, empowerment and appraisal, constructive corrective counseling and discipline, and resolution of complaints or grievances.
- C. Manage resources with fiscal responsibility while maintaining proper accountability of records.
- D. Manage information and communications with staff and public effectively.
- E. Conduct short and long range planning to set and/or attain district goals and objectives.
- F. Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
- G. Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.
- H. Contribute to quality of district programs.
- I. Actively support and look for ways to improve the quality of customer service as provided by the district.
- J. Continually be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES): The Activities Supervisor will need to:

1. Analyze and report on the needs of each junior high attendance area in relation to an afterschool intramural/activities program.
2. Design and organize programs based on the needs and interests of students and patrons.
3. Plan and coordinate, with the approval of his/her supervisor, the program of events for the afterschool activities program.
4. Observe all Board policies, state and federal laws, and contractual agreements pertaining to the program.
5. Schedule the usage of multipurpose buildings located on elementary sites. (Schedules will comply with priorities established by the district.)
6. Maintain and distribute a calendar of afterschool activities scheduled in the multipurpose buildings.
7. Coordinate, distribute, and update weekly activity schedules.

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8. Manage public relations and client satisfaction issues in relation to the afterschool activities/intramural program.
9. Recruit, coordinate, and supervise the activities of regular, temporary and volunteer staff involved in intramural programs.
10. Monitor the day-to-day operation of intramural/afterschool activity programs, including making site visits, handling and resolving complaints, and ensuring that programs and events have required materials and supplies.
11. Develop a revenue/cost management system in accordance with Board policies.
12. Prepare program budgets and monitor expenditures.
13. Prepare and recommend the purchase and repair of equipment and supplies.
14. Supervise the inventory, storage, and care of equipment and supplies.
15. Use computers and related software to facilitate program management and communication.
16. Track and maintain facility usage statistics, participation statistics, and costs for an annual report.
17. Evaluate and report on the program's success and cost; recommend changes based on evaluation results.
18. Provide information to market the program.
19. Enforce safety procedures and report maintenance needs including compliance with health regulations.
20. Hire and monitor staff to facilitate and run the program.
21. Perform such other duties that might fall within his/her jurisdiction or which may be assigned to him/her by his/her supervisor.

Supervision exercised: Indirect over the intramural programs and other supervision as assigned.

Physical/Mental Requirements and Working Conditions: Other than those requirements included within the essential functions, must be able to communicate on the telephone. Must be able to get around the various sites. May be required to transport students/athletes, etc. on buses or vans. Employee will be subject to random drug tests each year along with other employees working in positions in which responsibility and conditions could require them to transport students in school district vehicles.

Terms of Employment: In compliance with negotiated contract and/or state law. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Adopted: 01-12-04