

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXTENDED SCHOOL PROGRAM SITE SUPERVISOR

BASIC FUNCTION:

Under general direction, this position is responsible for the operation of a school site Extended School Program; supervises the activities of assigned personnel; plans and directs educational expanded learning programs for elementary and middle school students that expand upon the content of the regular school day; manages a site 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.

DISTINGUISHING CHARACTERISTICS:

The Extended School Program Site Supervisor is responsible for serving in a lead capacity at an assigned Extended School Program site, implementing the expanded learning program's goals and providing direction to assigned Extended School Program personnel. The Extended School Program Supervisor is responsible for directing and supervising the expanded learning activities of the Extended School Program, including the supervision of assigned Extended School Program Lead Facilitators and Extended School Program Facilitators and other Extended School Program personnel.

ESSENTIAL DUTIES:

Designs, plans and directs the expanded learning activities of a school site Extended School Program, including educational, social skills, and physical fitness activities for elementary and middle school students.

Establishes and maintains daily programs and schedules that support the goals of the Extended School Program.

Plans and supervises expanded learning programs that provide a minds- and hands-on learning environment that expands upon the content of the instructional day for elementary and middle school students.

Records observational evidence of assigned students utilizing the Desired Results Developmental Profile.

Ensures that parent conferences are conducted twice per year, using the data from the Desired Results Developmental Profiles.

Summarizes Desired Results Developmental Data to create annual action plans.

Participates in program improvement efforts such as but not limited to Quality Standards and Continues Quality Improvement (CQI) process.

Ensures that the buildings and facilities are secured and locked at the end of each day's use.

Orders and maintains an inventory of necessary supplies and materials for the site.

Ensures that enrollment and attendance policies are followed and ensures that assigned student records are up-to-date and accurate.

Ensures that expanded learning programs/activities are conducted in a safe manner, and in accordance with established site safety plan, rules, procedures, and laws.

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Administers and logs student medications, in accordance with District procedural guidelines.

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

Provides first-aid and CPR, as well as cares for ill or injured students.

OTHER REPRESENTATIVE DUTIES:

Plans and schedules field trips, cultural events, and community service opportunities.

Provides positive contact with parents and/or legal guardians and creates family involvement opportunities

May assist in the preparation of grant applications for funding the Expanded Learning Program..

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

Assists in the evaluation process of the Extended School Program, and the achievement of predetermined student and staff outcomes.

May substitute for other Expanded Learning Program personnel as necessary.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from the Executive Director, Early Education and Expanded Learning or the Extended School Program Supervisor; (2) Provides direction to one or more Expanded Learning Program personnel, including an Extended School Program Lead Facilitator or an Extended School Program Facilitator.

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

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The rules and regulations of the Extended School Expanded Learning Program, including familiarity with the provisions of the Education Codes, Health and Safety Regulations and District policies.

Daily practices and procedures for operating an elementary and middle school level expanded learning program.

Principles of child growth and development.

Appropriate child development practices for students with special needs.

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Positive Behavior Intervention and Support (PBIS) strategies for elementary and middle school students.

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 an expanded learning program that engages elementary and middle school students in year-round learning opportunities preparing them for college, career, and life.

Manage a program budget.

Work collaboratively with other employees.

Problem solve school site Extended School Expanded Learning Program issues.

Learn quickly and adjust to changing conditions.

Write effectively; prepare and present clear, concise reports.

Motivate, train and direct the activities of others expanded learning staff, including substitutes.

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.

Generate parental interest, and increase enrollment in the District's Extended School Program.

Participate in weekly supervisor meetings and work professionally with others.

Learn and administer first-aid and CPR procedures.

Work independently and with minimal supervision and direction.

Maintain confidentiality and work with discretion.

Learn to work effectively in a multi-cultural setting, and be willing to work with students with special needs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: [1] an Associate of Arts (AA) or sixty (60) units with twenty-four (24) ECE/CD units consisting of the following accredited college units: child development, child growth and development, child/family/community programs/curriculum, and child development curriculum related courses, sixteen (16) general education units, six (6) administration units, two (2) adult supervision units; plus three-hundred fifty (350) days of three plus (3+) hours per day within four (4) years including at least one hundred (100) days of supervising

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adults experience; or [2] a Bachelor’s degree or higher with twelve (12) units of ECE, plus three (3) units supervised filed experience in ECE setting; or [3] Administrative Credential with twelve (12) units of ECE, plus three (3) units supervised filed experience in ECE setting; or [4] Teaching Credential with twelve (12) units of ECE, plus three (3) units supervised field experience in ECE setting; or [5] CCTC approved training’ or [6] three (3) units in Child Development Administration, three (3) units ECE/CD or school-age children courses; nine (9) core units (or equivalent training hours) in recreation, physical education, human services, social welfare; or the possession of a Child Development Associate Permit.

LICENSES AND OTHER REQUIREMENTS:

Possession of a Child Development Supervisor Permit issued by The California Commission for Teacher Preparation and Licensing, or officially enrolled in a college program, demonstrating substantial progress towards obtaining a Child Development Supervisor 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 thirty (30) days of 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 thirty (30) days of employment in this classification.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move items weighing up to 25 pounds and sometimes lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE:	May 20, 2004
APPROVED BY:	<u>Board of Trustees</u>	DATE:	June 3, 2004
APPROVED BY:	<u>Personnel Commission</u>	DATE:	November 14, 2014
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