

EXPANDED LEARNING SUPERVISOR

DEFINITION:

Under direction of the Assistant Superintendent for Education Services or designee, supervises the Expanded Learning Program for the district. Works closely with staff and principals to provide an enriching and educationally sound experience, develops the structure of the program based on the educational needs and general interests of students, and maintains relationships with parents and the community.

QUALIFICATIONS:

Experience:

- Minimum of three years of Pre-K – 6th child care experience in an educational environment preferred
- Leadership experience in school setting preferred
- Minimum of three years of supervisory experience

Education:

- Bachelor's degree from an accredited college or university, preferable in child development or education, or similar fields.

Other:

- Possession of a valid Class III California driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent for Education Services or designee:

- Recommends policies and practices for program admission and attendance requirements
- Responsible for the operation of the district-wide program
- Hires, evaluates, and monitors assigned classified staff, including work schedules and performance
- Ensures safety, security and care of children
- Communicates with parents about individual incidents or accidents
- Meets with parents regarding the program
- Facilitates a variety of education, recreation, and enrichment activities for youth that meet the needs, interests and abilities of all students
- Plans and provides staff development for assigned staff
- Implements emergency procedures and first aid protocol
- Develops and implements student behavior and discipline guidelines
- Responsible for the organization and security of work and program areas during program hours
- Uses a variety of materials, resources, and experiences to enrich student learning, and develops and implements short-term and long-term plans for enrichment activities in alignment to the school day learning
- Builds positive relationships with teachers, aides, and building administrators to enhance collaboration and program success
- Responsible for budget management and monitoring, including the long-range fiscal stability for the fee and free programs
- Insures internal controls are in place to safe guard the finances of the program
- Develops and implements long-range planning related to facility needs
- Through both formal and informal assessments, tracks the progress of the program, preparing various reports and statistics

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- Performs other related duties as assigned
- Develops and recommends staffing patterns

KNOWLEDGE , SKILLS, AND ABILITIES:

- Knowledge of program compliance and program licensing requirements
- Knowledge of financial practices, including profit/loss analysis
- Knowledge of personnel practices including hiring, training, and evaluating staff
- Knowledge of safety practices and guidelines
- Ability to communicate effectively using advanced customer service and public relations techniques
- Ability to problem solve and work with a variety of constituents
- Ability to use modern technology and software applications

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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 usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.