

BUENA PARK SCHOOL DISTRICT

ACADEMIC PROGRAM SUPERVISOR

DEFINITION

Under the direction of the Director of Educational Programs, is responsible for the operation of the District's Expanded Learning Opportunities Program; supervises the activities of assigned personnel; identifies, plans and directs educational and enrichment programs for school-aged children. This classification is assigned to a work schedule consistent with the operation of the Expanded Learning Opportunities Program, which may differ from the regular school district calendar and work schedule.

EXAMPLES OF DUTIES

The Academic Program Supervisor is responsible for directing and supervising the day-to-day operations and activities of the Expanded Learning Opportunities Program, including enrichment opportunities and academic intervention. The Academic Program Supervisor reports to and receives direction from the Director of Educational Programs and will be the liaison between the district/site to our community partners. There will be frequent contact with school site, District office personnel, and outside agency representatives.

REPRESENTATIVE DUTIES

Designs, plans, and directs the activities of enrichment opportunities and academic intervention of the District's Expanded Learning Opportunities Program.

Plans and implements developmentally appropriate educational and enrichment 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.

May substitute for District's Expanded Learning Opportunities Program personnel as necessary.

Regularly provides appropriate enrollment and status reports.

Utilizes established accounting procedures for recording all program supplies and inventories.

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

Identifies and assures that an active enrollment process is conducted in accordance with established procedures, and that enrollment is processed and communicated to parents, district, school sites, and program partners.

May travel between school sites and other locations and assures that 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.

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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.

QUALIFICATIONS

Knowledge of:

Basic knowledge of daily practices for operating enrichment and academic intervention programs; behavior modification and intervention strategies for school-aged children; appropriate English usage, punctuation, spelling, and grammar; basic arithmetical concepts; public and community relations skills; preparation and maintenance of clear and accurate records and reports; principles and practices of good supervision; interpersonal skills, including the use of tact, patience, and courtesy.

Ability to:

Plan, organize, direct, and coordinate a enrichment and academic intervention programs 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.

EXPERIENCE

One (1) year of experience working with school-age children in enrichment activities.

EDUCATION

A four-year degree from an accredited or approved college or university in liberal studies, psychology, sociology, art, or communications with an emphasis on education.

CERTIFICATE REQUIREMENT

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 Buena Park 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 Buena Park School District training program, within six (6) months of employment in this classification.

Salary Range: \$62,484 – \$75,132
247 Day Calendar

Board Approved: