



# Romoland School District

## JOB DESCRIPTION

### PROGRAM SUPERVISOR—AFTER SCHOOL PROGRAMS

#### **Job Summary:**

Under general direction, plans, implements, organizes, supervises, coordinates, reviews, evaluates and oversees the programs and services funded by the Safety (ASES) Grant.

The Program Supervisor for the After School Program is responsible for supervising, coordinating, monitoring, and directing District-wide after school programs, services and staff in conjunction with site administrators. The incumbent works with District management, administration and staff to plan, implement, review and monitor program budgets, expenditures and plans. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

#### **Essential Job Functions:**

- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
- Plans, organizes; with staff contributes to development of and monitoring of performance against the annual program budget; participates in developing and implementing work programs, plans, processes, systems and procedures to achieve program and District goals, objectives and performance measures consistent with the District's quality and service expectations.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Plans, implements, organizes, manages, directs, and coordinates the programs and services funded by after school grants to ensure District programs are effectively staffed, funded and managed; coordinates program operations between program staff and school administrators and faculty; ensures program operations and services comply with grant requirements; oversees and supervises the work of program subcontractors; hire and work with evaluator to collect meaningful data for the programs.

**Essential Job Functions (continued):**

- Manages the after school program budgets which include ASES and Parent Fees; regularly communicates with corresponding state program and budget managers. The processing of any logs or accounting documents; assist in preparation of state quarterly expenditure reports; preparation and submission of semi-annual attendance reports; coordination of grant documentation processes and procedures.
- Provides technical support to school administrators and faculty on program services and requirements; works with management and administrators to support collaboration and integration of the after school program into the District's Educational Goals; coordinates implementation of the after school program with other departments and programs; resolves program issues and problems.
- Participates in collaborative meetings with other grantees, school Districts, and community-based organizations to promote the goals and objectives of the after school programs and share resources.
- Plans and conducts program outreach and promotional activities for after school programs. Develops informational, educational, and outreach materials. Makes presentations to community, neighborhood, business and school groups on program services.
- Researches ongoing grants and funding opportunities. Coordinates and organizes applications to applicable funding sources for program operations and services.
- Develops and maintains partnerships with community based organizations and city departments to enhance the after school programs. Representing the District in meetings with outside groups regarding program issues.

**Other Job Functions:**

- Attends a variety of meetings, training sessions, conferences, committees, workshops and seminars
- Performs a wide variety of program administrative duties in support of program activities.

**Physical Requirements:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Vision which allows accurate observation from a distance.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.

**Physical Requirements (continued):**

- Able to lift up to 35 lbs frequently, and 50 pounds occasionally.
- Able to carry up to 35 lbs frequently, and 50 pounds occasionally.
- Able to push and pull objects weighing up to 35 pounds.
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner.

**Licenses, Certifications and Testing Required:**

- Must possess or have the ability to obtain a valid First Aid Certificate within 90 days after initiation of employment.
- Must possess or have ability to pass instructional assistant examination.
- California Driver's License
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.

***Employment Category: Classified Bargaining Unit***