

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

EXTENDED DAY ENRICHMENT PROGRAM SUPERVISOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
(2) Forty (40) hours of Children & Families Services child care training.
(3) Minimum two (2) years child care experience.
(4) First aid / CPR Certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate with teachers, parents and educational leaders. Must be able to organize the Extended Day Program site to ensure the orderliness and safety of the children. Able to communicate effectively with students and staff. Skill to maintain records for auditing purposes.

REPORTS TO:

Principal

JOB GOAL
To provide leadership, coordination and articulation in the implementation of the Extended Day Enrichment Program.

SUPERVISES:

Students and Staff on the Extended Day Program

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan a flexible daily program for children, which includes weekly written plans.
(2) Remain with the children during the assigned hours. Responsible for all children, not only those in the individually assigned group.
(3) Arrange for substitutes for the program assistants.
* (4) Collect fees and issue receipts.
* (5) Provide first-aid to participants as needed.
* (6) Communicate with parents on a regular basis.
(7) Model effective teacher and child supervision strategies.
(8) Administer fee collection process.
(9) Maintain inventory of equipment and supplies.
(10) Develop and maintain a center budget.
(11) Orient, monitor, supervise and evaluate staff.
(12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

31.00

EXTENDED DAY ENRICHMENT PROGRAM SUPERVISOR (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 1