

CARDIFF SCHOOL DISTRICT  
**EXTENDED DAY SITE SUPERVISOR**

**DEFINITION:**

Under the general direction of the Extended Day Director, assist in the planning, organization and supervision of the District's Extended Day Program.

**TYPICAL DUTIES:**

- Assists the Director in daily program activities on both school campuses
- Participates in the hiring, training, supervision, and evaluation of assigned staff
- Maintain and oversee a safe, positive, developmentally appropriate, organized and creative learning environment
- Leads and supervises students in classroom or playground activities, including, art, games, sports and homework
- Takes daily attendance, records absences, and contacts parent(s) if not notified of child's absence
- Supervise the Extended Day Program activities and encourage staff members to experiment and be creative
- Communicates with teachers regarding students as needed
- Reinforces positive student behaviors as appropriate; follows established disciplinary guidelines; reports serious disciplinary problems or issues to the appropriate personnel as required
- Communicates with parents to provide information regarding student behavior and program policies
- Communicates with staff regarding program procedures and policies
- Administers first aid and medications to students as needed; follows emergency procedures as necessary
- Participates in the planning and execution of staff meetings and in-service trainings as needed
- Assists Director with staff, intern, and student recruitment as needed
- Assists Director with coordination of summer program
- Performs other related duties as assigned

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Concepts, principles and practices of child development.
- Behavior modification techniques and appropriate disciplinary actions.
- Safe practices in classroom and outdoor activities; safety precautions and procedures; health and safety regulations.
- Principles and practices of training and supervision.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy

**Ability to:**

- Assist in planning and designing program activities.
- Train and supervise staff.
- Lead and supervise children in classroom and outdoor activities.
- Oversee and discipline students according to approved policies and procedures.

- Understand and follow oral and/or written instructions.
- Communicate effectively both orally and in writing.
- Learn and apply rules and policies; exercise good judgment in routine situations and under stress.
- Maintain a safe, clean, and orderly environment.
- Work well with students, school staff, parents, and others.
- Utilize tact, persuasiveness, flexibility, and when necessary, firmness.
- Operate a computer, associated software, and assigned equipment.

### **EDUCATION/EXPERIENCE:**

- A high school diploma or completion of GED
- 6 units in child development education or equivalent
- A minimum of two years prior work experience in an extended day care center or comparable program
- A minimum of 1 year in a supervisory role or equivalent coursework

### **LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates, and California driver's license; must qualify for a food handlers' training certificate by successfully completing the specified food service sanitation training course.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

### **WORK ENVIRONMENT:**

Indoor, playground and/or other outdoor environments; seasonal heat and cold or adverse weather; driving a vehicle to conduct work.