

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Extended Day Site Supervisor

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Exempt

Range: Classified Supervisory Salary Schedule

EDUCATION AND EXPERIENCE

Experience/Education:

The site supervisor shall have a High School Diploma or equivalent; any combination of education and experience which in the District's discretion is equivalent to:

- AA degree from an accredited college or university with course work in child development or related field.
- Two years of increasingly responsible experience in a child care center.

SUMMARY

Under direction of an assigned manager, coordinate, implement and monitor the daily activities of the Extended Day program at an assigned school site; plan and oversee childcare activities before and after school or during off-track periods in a classroom or outdoor environment; train and provide work direction and guidance to assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Coordinate, implement and monitor the daily activities of the Extended Day program at an assigned school site; organize and oversee extracurricular, recreational and educational program activities; assure the safety and well being of enrolled children.
2. Plan and oversee childcare activities before and after school or during off-track periods in a classroom or outdoor environment; develop and implement age-appropriate curriculum; prepare and present instructional materials.
3. Train and provide work direction and guidance to assigned personnel; prepare staff schedules and assign staff activities; assist with interviewing employees and provide input for employee evaluations.
4. Develop and implement educational projects and assignments; assist students in completing special assignments and projects; read age-appropriate stories to children; oversee and participate in after-school tutoring activities.
5. Assure student understanding of program rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
6. Observe and control behavior of students during program activities according to approved procedures.
7. Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set-up and set out toys and instructional materials.
8. Confer with parents, administrators and other personnel concerning children behavior and program activities to meet the needs of students.

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9. Prepare and assure the completion of children sign-in and sign-out sheets; monitor student attendance.
10. Perform clerical duties related to assigned activities such as ordering supplies, duplication material and completing work orders.
11. Prepare and maintain a variety of records and reports related to student activities, performance behavior, incidents, discipline and attendance.
12. Operate a variety of office equipment including a copier, calculator, fax machine, computer and assigned software.
13. Communicate with District personnel and outside agencies to exchange information, resolve issues or concerns and coordinate activities.
14. Prepare newsletters and bulletins concerning program activities.
15. Attend assigned meetings and conferences.
16. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Child guidance principles and practices.
- Policies, procedures and practices of a childcare program.
- Subject matter and curriculum planning for a child development program.
- Requirements of maintaining a children's center in a safe, clean and orderly condition.
- Basic instructional methods and techniques.
- Principles of training and providing work direction.
- Applicable laws, codes, regulations, policies and procedures.
- Correct English usage, grammar, spelling punctuation and vocabulary.
- Safe practices in classroom and outdoor activities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping and report preparation techniques.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.

Ability to:

- Coordinate, implement and monitor the daily activities of the Extended Day program at an assigned school site.
- Plan and oversee childcare activities before and after school or during off-track periods in a classroom or outdoor environment.
- Train and provide work direction and guidance to assigned personnel.
- Organize and oversee extracurricular, recreational and education program activities.
- Develop and implement age-appropriate curriculum.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize and schedule work.
- Plan and organize work.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.

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- Perform clerical duties related to program activities.
- Maintain records and prepare reports.
- Operate a computer and assigned software.
- Observe health and safety regulations.

PHYSICAL ABILITIES

Classroom and playground environment.

Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130).

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