

SITE LEAD SUPERVISOR OF CHILD DEVELOPMENT SERVICES

JOB SUMMARY

Under supervision of the Director of Child Development Services, the Site Lead Supervisor assists in the supervision of School Site Leads and instructional aides in the after school program.

DISTINGUISHING CHARACTERISTICS

The position of Site Lead Supervisor provides assistance to individual site lead staff in site program planning and organization and assists administrative staff as needed with the administration of a District-wide multi-site after school program.

This classification is distinguished from the lower level Site Lead classification in that this position has responsibility for all After School sites, rather than a single site.

EXAMPLES OF DUTIES

Assists in the supervision of site leads in the development and implementation of goals, objectives, policies and priorities of Child Development Services programs; works with Site leads regarding After School Education and Safety Program; assists in the interviewing, training and supervision of program instructional assistants; assist in supervision of Site Lead staff; makes recommendations regarding curriculum alignment to common core and state standards; observes program operations and make recommendations regarding staffing, program plan, and in-service training; provides support in the design of program schedules and classroom set up for effective learning; interfaces with site principals relative to student and program needs; works on curriculum development with site staff for academic support and enrichment; assists in Community Partner collaborative projects; assists in monitoring site program compliance with all pertinent state laws, contractual agreements, district policies and procedures.

EMPLOYMENT STANDARDS

- . **Education:** An Associate of Arts degree from an accredited college with an emphasis in child development, education, recreation or related field. Bachelor's degree preferred. Must provide proof of child development supervisors permit within first year of employment.
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- . **Experience:** A minimum of three years increasingly responsible related experience.
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- . **Knowledge of:** Operation of multi-site after school program facilities; developmental needs of program participants, record keeping practices and procedures; laws, regulations and practices relating to supervision of child development program personnel. Knowledge of computers and basic software programs.
- . **Ability to:** Assist in the planning and administration of various multi-site afterschool programs; read, interpret and apply complex rules and regulations; communicate effectively

both orally and in writing; establish and maintain cooperative relations with staff, parents, community members and government agencies; assist in coordinating a variety of activities at different sites; establish and maintain safe and healthful environments; effectively supervise subordinate staff; utilize computers and basic software programs for word processing, spreadsheets, databases.

. **Licenses Required:** Valid California driver's license and valid, current First Aid and CPR Certificates must be obtained within the first six months of employment. Must obtain a California Child Care Program Supervisor Permit within one year of hire.

Physical Standards: *The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.*

Work Environment: While performing the duties of this management position employees are subject to constant interruption, are often under severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations.

While the noise level in an office environment is usually quiet, a school site/child care environment may be somewhat louder. While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The ability to drive a vehicle to make site visitations/attend off-site meetings is required.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, personal contact and formal/informal presentations. Specific vision abilities to read, analyze and review a variety of complex materials are also required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.