

## **SUPERVISOR, EDUCATIONAL SERVICES**

### **JOB SUMMARY**

Under general direction, the Supervisor, Educational Services assists in the development, planning and coordination of preschool and school age educational programs. May be assigned to supervise specialized educational programs such as but not limited to preschool or before/after-school programs.

### **DISTINGUISHING CHARACTERISTICS**

The Supervisor, Educational Services assists in the administration of a District-wide multi-site educational program providing educational and recreational activities for ages preschool through 8th grade, dependent on program assignment.

### **SUPERVISION RECEIVED AND EXERCISED**

Job incumbents in this class receive supervision and report directly to an assigned Educational Services Director or other assigned administrator. Job incumbents provide direction to and supervise lower level site based management staff as well as program Instructional Assistants or other assigned personnel supporting the program.

### **EXAMPLES OF DUTIES**- Duties may include, but are not limited to, the following:

- Assists in the development and implementation of goals, objectives, policies and priorities of Educational Services programs;
- Establishes and supervises multi-site programs that include a number of different academic and enrichment activities;
- Assists in the hiring, orientation, training and evaluation of assigned staff;
- Supervises and evaluates assigned site staff in the organization and development of academic and enrichment experiences for children and youth including special classes and events, cultural enrichment and recreational opportunities;
- Seeks collaboration with community agencies, business partners, educational organizations and other District programs to provide specialized support programs;
- Monitors program progress and tracks information necessary for the development of reports, including financial information, child participation levels, program evaluation and needs assessment;
- Seeks additional funding sources and programs and assists in the preparation and submission of grant programs;
- Assists in assuring grant compliance;
- Develops and implements marketing plans to publicize opportunities and celebrate successes;
- Ensures program compliance with all pertinent state laws, contractual agreements, district policies and procedures;
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Education:** A bachelor's degree from an accredited college or university with an emphasis in child development, education, recreation or related field. Relevant experience may be substituted for up to two years of the education requirement.

**Experience:** A minimum of four years of increasingly responsible related experience that has provided applicant with the listed knowledge and skills.

### **Knowledge of:**

- Operation of multi-site child care or educational program facilities;
- Developmental needs of program participants, record keeping practices and procedures;
- Basic principles of accounting, financial record keeping and budget preparation;
- Grant writing and methods of program funding;
- Laws, regulations and practices relating to supervision and management of child development program personnel.
- Computers and basic software programs.

### **Ability to:**

- Assist in the planning and administration of various multi-site child care or educational programs;
- Read, interpret and apply complex rules and regulations;
- Assemble and analyze data and make appropriate recommendations;
- Establish and maintain various relevant record keeping systems;
- Communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, and recommendations;
- Establish and maintain cooperative relations with staff, parents, community members and government agencies;
- Coordinate 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;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**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. Qualified within one year to hold California Child Development Supervisor's Permit (as required by program served).

## **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.*

Supervisor, <del>Child Development</del> Educational Services	
<b>Personnel Action</b>	<b>Personnel Action Date</b>
Approved by the Personnel Commission:	3/1/2007
Revised by the Personnel Commission:	12/13/2022