JOB DESCRIPTION
Campbell County School District
LEAPS Program Supervisor

JOB SUMMARY
The LEAPS Program Supervisor is responsible for the planning, implementation, and supervision of the LEAPS Program.

ESSENTIAL FUNCTIONS

- Maintains current knowledge of school age childcare principles and provides leadership in initiating activities in the LEAPS Program.
- Demonstrates professional and personal characteristics necessary for working effectively with school personnel, students, and members of the community.
- Coordinates and guides long and short-term plans for the LEAPS Program.
- Organizes and administers a system-wide After-School Program.
- Orders, receives, and distributes all necessary materials used in the After-School Program and maintains all records pertaining to purchasing documentation.
- Prepares the After-School Program's annual operating budget.
- Prepares and reports monthly earned/collected budget updates to the supervisor.
- Receipts, deposits, disburses, and records all monies received by the After-School Program and keeps an accurate ledger from which a monthly balance and an annual audit can be made.
- Completes all necessary paperwork for State of Tennessee compliance and reimbursements.
- Supervises, coordinates, and evaluates the performance of all persons who report directly to the After-School Program Supervisor.
- Keeps the community, news media, and other interested parties aware of the After-School Program.
- Keeps the Administration informed of the effectiveness and needs of the After-School Program.
- Has knowledge of office procedures, keyboarding, office machines, computer operations, word processing, database, and spreadsheets.

MARGINAL JOB FUNCTIONS

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to dealing with parents and students.
- Adaptability to function in a varied environment.
- Adaptability to making generalizations, evaluations, or decision based on sensory or judgmental criteria.
- Must be able to follow instructions and work without close supervision.
- Must be available to work during evening hours.
- Perform other duties as assigned by the Director of Schools.
- Demonstrate personal characteristics expected of all Campbell County Schools employees.
- Demonstrate English proficiency in oral and written English.
- Complete Employment Intention Form annually.
- Complete required annual trainings via the designated Training Management System each school year by the established 9ue date. .
- Routinely review your Campbell County Schools system email.
- Report your absence information in a timely manner.
- Complete satisfactory background checks as required by the Tennessee State Department of Education and state law.

EDUCATION/EXPERIENCE REQUIREMENTS

- Current valid educator license with endorsement in Administration and Supervision
- Teacher leadership experience
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Adaptability to perform a variety of tasks simultaneously

I acknowledge that I have read the job description for LEAPS Program Supervisor

Name (Print) Signature