Adams 12 Five Star Schools

Job Description

Job Title:	**PEAK Supervisor**	Job Code:	**05021C**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range**:**	**L09**
Prepared/Revised Date:	**July 2026**	Work Year:	**12 months**

SUMMARY: The PEAK Supervisor provides quality support for the PEAK department using varied and complex support methods. This position is responsible for assisting CCLC site directors in the successful operation of extended learning programs, with a focus on compliance, staff development, data management, and family engagement. Through routine visits and collaboration, the coordinator ensures sites adhere to State, District, and grant standards. Additional responsibilities include supervising and coordinating staff, managing program logistics, supporting grant compliance, and enhancing student and family participation. Provide PEAK staff, district staff, and the community, while providing staff support, leadership, training, and growth opportunities.

Note: Position is dependent on grant funding or discretionary allocation of supplementary program funding and therefore should be considered temporary and without guarantee of sustainability for any on-going period.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or \ ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. **Site Support and Program Implementation** Provide direct support and coaching to CCLC Site Directors across the district to ensure the delivery of high-quality programming. Use academic and behavioral data to help identify eligible students in collaboration with classroom teachers. Assist with scheduling extended learning activities and monitoring site operations through regular visits. Ensure best practices are implemented and provide on-site coverage as needed. Remain available after hours to assist with escalated student matters.	D	30%
2. **Hiring, Time, and Labor Management** Manage all hiring tasks from posting positions to final candidate selection and onboarding. Oversee time and labor by reviewing weekly exceptions, verifying staff hours in the district system, correcting discrepancies, and submitting supplemental payments. Ensure compliance with payroll timelines and accuracy of reports.	W	25%
3. **Staff Training and Compliance Oversight** Train, coach, and onboard directors and support staff. Provide departmental orientation for all new hires. Coordinate mandatory training such as CPR, First Aid, and Medication Delegation. Maintain updated records for staff training, certification, and compliance. Identify students with complex medical needs and verify appropriate staff coverage.	D	10%
4. **Program Records, Purchasing, and Grant Reporting** Manage required administrative and state reports, including student enrollment, conduct, medication administration, and incidents. Handle program supply purchases using district P-cards and maintain proper documentation. Complete grant-related requisitions and manage contracted enrichment processes, including vendor approval and invoicing. Serve as the EZReports contact and ensure accurate reporting of attendance, schedules, and activities. Conduct data quality checks and assist with director training.	D	10%
5. **Supervision and Student Support Coordination** Coordinate with certified staff and supervise classified staff in delivering programs aligned with positive youth development. Ensure programs integrate MTSS and SEL frameworks to support academic and behavioral needs, especially for vulnerable youth. Help assess student needs and connect staff with appropriate district resources.	D	10%

6. **Family Engagement and Curriculum Support** Assist directors in identifying program content and developing curriculum that fosters student and family involvement. Create recruitment materials and coordinate family events. Organize and deliver parenting workshops and classes. Track participation and maintain family engagement data for grant compliance.	W	10%
7. Perform other duties as assigned as needed to support departmental and programmatic success.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in childcare ore related field preferred
- Must meet or exceed the education and experience requirements for a School-Age Child Care Center Program as established by the Colorado Department of Human Services.
- Minimum of three (3) years of supervisory experience of multiple employees in a school setting.
- Any equivalent combination of education, training and experience may be considered.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations.
- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Counseling and group facilitation skills
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Knowledge of issues related to children/youth at risk of school failure.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with common office computer applications and technology including the internet and websites.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Before and After School Enrichment	5021

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	CCLC (PEAK) Program Site Director	10-12	120530
	CCLC (PEAK) Program Director Floats	1-2	120530

- Responsible for supervising the behavior and well-being of child/youth participants when conducting program activities and/or whenever in contact with students.
- Responsible for interviewing, hiring, and training employees; assisting with planning, assigning, and directing work; assisting with appraising performance; assisting with rewarding, disciplining, and terminating employees; and assisting with addressing complaints and resolving problems for department staff.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assure allowable and appropriate use/expenditures of grant funds, other funds, and resources designated for program support.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy				
Coordinate				X
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	