Adams 12 Five Star Schools

**Job Description**
Prepared/Revised: **July 2026**

| | | | |
|---|---|---|---|
| Job Title: | **BASE Supervisor** | Job Code: | **040629** |
| Job Family: | **Non-Certified** | FLSA Status: | **Exempt - A** |
| Pay Program: | **Administrative** | Pay Range: | **L09** |
| Typical Work Year: | **12 months** | | |

**SUMMARY:** Provide quality support for BASE programs and BASE department using varied and complex support methods. Responsible for assisting BASE site directors in establishing quality standards and uniform practices for the Before and After School Education (BASE) Programs. Through routine visits and collaboration monitoring, assure sites adhere to State and District standards. Supervise and coordinate staff, operations, and activities in assigned locations. Develop and promote positive relationships with BASE staff, district staff and the community. Provide BASE staff support, leadership and growth opportunities. Develop and provide training as assigned.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|---|---|
| 1. Partner with BASE sites to support BASE Program operations at assigned locations; train, guide, mentor, evaluate, hire and discipline staff as needed at each location. Attend site meetings, parent meetings and school functions when requested. Review, approve and verify reported time worked using district time and labor system. Provide guidance with BASE staff schedule assignments and hours, identifying program needs based on enrollment and student needs following State or department ratios and guidelines, including the BASE Memorandum of Understanding (MOU). On call for situations which need immediate attention. | D | 25% |
| 2. Liaise with the BASE site director to ensure the implementation, compliance and administration of current CDHS Rules Regulating School-Aged Care regulations, policies, and practices regarding child care programs including, but not limited to, child to staff ratios, staff files, background checks, building and playground safety, staff adherence to position qualifications and training hours, including first aid, CPR, and medication administration and delegation. Analyze data; assist in development and management of budgets and expenditures. Create, validate and submit timely state, department, and other reports as necessary. | D | 25% |
| 3. Implement, train, and guide for quality standards uniform in BASE programming at each location. Analyze productivity practices to ensure efficiencies; audit billing and payments, CCAP billing, and miscellaneous fees charged to individual accounts to comply with state, county, district and department policies, practices, and procedures. Suggest and implement corrections as necessary. | D | 15% |
| 4. Oversee each assigned program's disciplinary process to ensure student and staff safety. Collaborate with school administration and district personnel to determine best course of action to assist with student success in BASE. Assist and guide site directors in identifying required student accommodations for BASE students on IEP's and Section 504 plans and supports by collaborating with school special education teams. Attend parent, and school or student-related meetings as needed. | M | 10% |
| 5. Work with BASE Operation and Resource Manager School administrators, and district personnel to ensure each School-Aged child program is mutually supported. Observe programs for safe food handling procedures for snack and kitchen equipment usage. Work with Nutrition Services Department staff to implement special diets for BASE students. Assist as needed on the district Reunification. | M | 10% |
| 6. Create and provide professional development trainings and technical support; develop and implement communications, marketing strategies and promotional items related to programs and initiatives. Create and deliver presentations to community, staff and students. Keep current on best practices by attending conferences, professional development courses, reading periodicals and trade publications. Market additional methods for recruitment of vacant BASE positions. | M | 5% |
| 7. Responsible for developing, implementing, and monitoring specific departmental initiatives. Collaborate with district stakeholders regarding such initiatives and development activities, ensuring compliance with district, state and federal guidelines. | A | 5% |
| 8. Performs other duties as assigned | | 5% |
| TOTAL | | 100% |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree from an accredited college or university in childcare or related field preferred. · Must meet or exceed the education and experience requirements for a School-Age Child Care Center Programs as established by the Colorado Department of Human Services:
- Four-year college degree with a major in recreation; education with specialty in art, elementary or early childhood education; or a subject in the human service field. Copy of transcript required.

OR Two years of college training and 6 months (910 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of four or more children. Copy of transcript/certificate and employer letter outlining employment verification.

- OR Three years (5460 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of 4 or more children and completion of 6 semester hours or 9 quarter hours or 40 clock hours of training in course work applicable to school age children within the first 9 months of employment. Copy of transcript/certificate and employer letter outlining employment verification.
- Minimum of three (3) years supervisory experience of multiple employees in a childcare setting.
- Any equivalent combination of education, training and experience may be considered.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Must obtain, and thereafter maintain CDHS required training hours for School-Aged Care.
- Member of National Afterschool Association, BOOST and/or Afterschool Alliance preferred.
- Ability to travel among district facility locations and into the community.
- Current CPR, First Aid, Medication Administration and Standard Precaution certificates, or must obtain within 6 months of entering position.
- Completion of applicable BASE employee trainings within 1 month of hire must be maintain annually. Must successfully complete current district training for supervision of classified staff within one (1) year of entering position.

**TECHNICAL, SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- 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 communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.
- 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 systems.
- Strong verbal and written communication skills.
- Demonstrates skills in effective leadership, teamwork, and team building.
- Knowledge of profit and loss, financials, and budget planning/review.
- 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.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability and willingness to be on call and/or respond to calls 24/7.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office suite, Google applications.

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | JOB CODE |
|---|---|---|
| **Reports to:** | Manager, BASE Operations | 3002 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|---|---|---|---|
| **Direct reports:** | BASE Site Directors | 10-12 | 1052 |

- Responsible for assisting with 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.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Ensure federal, state and district compliance with allocations and/or fund requirements.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment 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 accommodations 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 | | X | | |
| 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 ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 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) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

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