



CLASSIFIED
Job Class Description

Equal Employment
Opportunity

CDC SCHOOL-AGE PROGRAMS SUPERVISOR

DEPARTMENT/SITE: CHILD DEVELOPMENT
CENTER

REPORTS TO: CDC PROGRAM DIRECTOR

SALARY SCHEDULE: Management (Group 02)
LEVEL:
WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: September 10, 2026

JOB GOAL/PURPOSE:

Under the supervision and direction of the CDC Program Director, plans, organizes, and supervises Child Development Center (CDC) Programs, including before and after school care, break and summer programs, enrichment programs, academic clubs, and the band program for school-aged children from Jumpstart to 6th grade. The incumbents in this classification provide training, support, and supervision of staff; provide students with developmentally appropriate, interactive, and engaging educational and recreational programs for before- and after-school and school-out time; and provide the school community with CDC services that directly support student learning and enrichment.

DISTINGUISHING CHARACTERISTICS:

The CDC School Age Programs Supervisor supervises and coordinates CDC Programs, including before and after-school, school break and summer programs, the enrichment program, academic clubs, and the band program for children Jumpstart to 6th grade at multiple sites and supervises a large staff.

The CDC School Age Programs Site Leader serves as a lead in the implementation of before and after-school, school break, and summer programs for children Jumpstart to 6th grade, including responsibility for the day-to-day operations of the childcare program and supervision of the enrichment program, academic clubs, and the band program.

The CDC School Age Programs Instructor carries out the supervision of children Jumpstart to 6th grade and implements meaningful before and after-school, school break, and summer activities.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Supervise the CDC School Age Programs, including Academic Clubs, Enrichment Programs, Childcare Program and Band, in accordance with school district policies and State and Federal regulations.
- Facilitate and supervise the development and implementation of curriculum and instructional practices to maintain program quality.

- Participate in the annual CDC strategic planning process and appropriately follow and implement the plan.
- Collaborate with district departments, school administrators, and specialized staff regarding the safety, inclusion, and appropriate support for students with IEPs and 504 Plans during all expanded learning programs.
- Assist the CDC Program Director with developing, administering, and monitoring the school-age program budget and tracking expenditures.
- Manage operational logistics and administrative tasks, such as procurement, timesheet processing, vendor contracting and billing, and support Board report preparation.
- Review and recommend approval of school-age activities scholarship applications.
- Maintain daily staffing schedules and coordinate substitute coverage to ensure adult-to-child ratio requirements are met.
- Observe sites weekly to evaluate operations, deliver regular performance feedback, and support continuous professional learning
- Recruit, select, supervise, and evaluate staff to enable effective and smooth operation at program sites.
- Act as a liaison between parents, the CDC Programs, District Departments, and staff, contracted vendors, and the community.
- Plan and lead regular staff meetings and trainings.
- Coordinate with School Sites and District departments to develop, implement, and maintain safety plans and procedures, including organizing regular emergency drills to promote the safety and security of all children and staff.
- Revise the School Age Programs policies and procedures as necessary; develop new programs as needed.
- Collaborate with local agencies in order to provide a wide variety of experiences for school-age students and staff, including enrichment classes, study trips, guest speakers, and training for staff.
- Promote safety and functionality of facilities and equipment by implementing safety guidelines and arranging for maintenance service requests.
- Promote safe practices across sites; utilize sign-in/sign-out procedures for student safety at all programs; provide training to staff in emergency disaster and safety policies and practices.
- Update the website and develop and distribute School Age monthly newsletters and marketing materials, including brochures and banner design.
- Collaborate with the Administrative Assistant and CDC Program Specialist to maintain proper records in compliance with established policies.
- Recruit parents and community volunteers for the academic clubs.
- Recruit, interview, and evaluate potential enrichment vendors.
- Assist the CDC Program Director or designee as needed.
- Drive from site to site in order to adequately monitor and supervise School Age Program operations.
- Communicate all serious incidents, student accidents, and staff accidents as required.
- Substitute at childcare sites as needed.
- May be responsible for the desk duties of other CDC office positions upon cross-training, and answer the multiline telephone system when necessary.
- Coordinate childcare for district meetings.
- Perform other assigned functions, duties and tasks related to the overall goal(s) and purpose of the program.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Appropriate curriculum as well as current developments in the field of child development, elementary education, physical education, and recreational programming
- California Expanded Learning Opportunities Program (ELOP) standards, state out-of-school time (OST)

frameworks, and district quality guidelines

- Inclusion Practices and working with Individualized Education Programs (IEPs) alongside 504 Plans
- Approved and effective techniques of child supervision
- Health and safety practices (CPR, First Aid, emergency procedures, etc.)
- CDC and District policies, California Education Code
- Mandated reporting requirements,
- Principles of training and supervision
- Budgeting, concepting, and methods

Skills:

- Effectively write emails, compose letters, and flyers
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Strong interpersonal skills, including use of tact, empathy, patience, and courtesy
- Effectively communicating verbally, one-on-one, in small or large groups
- Awareness of approved behavior modification techniques, bullying, social and emotional issues
- Microsoft Word, Excel database or other similar computer programs
- Strong leadership and supervision skills

Ability to:

- Relate well to students, parents, teachers, and school administrators; show mature judgment and conflict resolution
- Provide educational and recreational programs for students
- Assist where required in other CDC programs
- Provide efficient and positive leadership at the CDC childcare sites and school-age programs
- Preserve suitable learning conditions
- Evaluate student progress
- Maintain confidentiality at all times.
- Demonstrate sensitivity to the needs of children and parents of different ethnic, cultural, educational, and economic backgrounds
- Treat each child with dignity and respect
- Oversee the planning and implementation of a balanced school-age programs that meets children's needs both academically and socially
- Determine and meet the daily needs of the school-age programs and coordinate staff as needed
- Work with students with special needs
- Use audiovisual equipment, computers, tablets, copiers, printers, and laminators
- Proficiently utilize standard office productivity software (e.g. word processing, presentation, and database applicants)
- Recognize and effectively respond to the various physical, intellectual, and emotional needs of school-aged children and staff
- Serve as an effective role model
- Maintain composure under emergency situations and administer first aid for minor injuries and/or accidents

EDUCATION REQUIRED:

One of the following:

1. An Associate of Arts Degree from an accredited or approved college or university with a major or emphasis in Child Development, Elementary Education, Psychology, or a similar degree, and at least four (4) years of experience working with children in an organized group care setting. Including three (3) semester units or equivalent quarter units shall be in supervision/administration.

2. A Bachelor's Degree from an accredited or approved college or university with a major or emphasis in Child Development, Elementary Education, Psychology, or a similar degree, and at least three (3) years of experience working with children in an organized group care setting. Including three (3) semester units or equivalent quarter units shall be in supervision/administration.
3. A Child Site Supervisor Permit or Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

EXPERIENCE REQUIRED:

Four (4) years of experience in a group childcare setting, with at least two (2) years of supervisory experience desired.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remaining insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview, and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- After the offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at the District's expense
 - Pre-employment physical exam at the District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office, classroom, playground, and/or other school environments
- Lift and/or carry items and/or children up to 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise
- Bending at the waist, kneeling, or crouching to assist students and to retrieve & store materials
- Sit, squat, walk, and stand for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions