

## EXTENDED DAY PROGRAM SUPERVISOR

### JOB SUMMARY

Under direction of the Extended Day Program Coordinator and the site Principal, plans, organizes, and supervises the District's before and after school program at multiple school sites. Interviews, selects, trains, supervises, and evaluates the performance of assigned staff. Develops, plans and implements program and staff development, vacation programs, record keeping, budget management, staffing needs and other special programs for multiple locations. Works with the site principal to ensure that the program operates efficiently and successfully.

### TYPICAL DUTIES

Plans, organizes, and supervises all areas related to the District's before and after school program at multiple school sites. Interviews, selects, trains, supervises, and evaluates the performance of assigned staff. Monitors enrollment to identify staffing needs. Plans, schedules and coordinates work and assignments to maintain required adult-to-student ratios. Implements procedures to ensure program quality including ongoing staff development. Supports site Extended Day staff in planning and designing activities appropriate to the goals of the program and provides resources, supplies and support for such activities. Ensures the Program's established programs, including academic, enrichment, recreational, fitness and behavior management are implemented consistently at all sites. Ensures implementation of district procedures in order to address all required health needs of students, including medication and emergency procedures. Monitors process for enrollment of special needs students and ensures staff are properly trained and necessary equipment is available to meet the student needs. Establishes and maintains necessary files, inventories, collection fees, and records. Prepares, maintains, and submits program budget, including income and expenditures. Authorizes expenditures subject to District directives. Compiles data and prepares statistical and operational reports. Serves as liaison to parent advisory groups, meets with site principal as necessary and explains program to parents and community. Acts as second-level for parent complaints and prepares written communication to parents. May act as backup or supervise children in the absence of the Lead Worker or other program staff. Performs a variety of tasks incidental to the operation of the program including preparation of materials, maintenance of facilities in a clean, orderly, and safe condition. Performs other related duties as assigned.

### JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and one year of paid experience working with children. Experience in staff and program supervision is desirable. Twelve (12) hours, or equivalent, of course work in child development. At least three (3) hours, or equivalent, of program administration. Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR. Access to an automobile to travel to numerous locations throughout the course of work day.

### Knowledge of:

Principles and techniques of supervision, training, instruction and staffing. Theory and practice of early childhood education, concepts of child growth and development, and behavior characteristics. Requirements for maintaining a

children's center in a safe, clean, and orderly condition. Behavior management and motivation techniques. Health and safety practices and procedures. Age appropriate activities for children. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Interview, select, train, supervise, and evaluate the performance of assigned personnel. Supervise the day-to-day operation of the before and after school child care program at multiple school sites. Read, interpret, apply and explain rules, regulations, policies and procedures. Prioritize, plan and schedule work to meet daily and project deadlines. Work independently with minimal supervision. Identify staffing needs and maintain a staffing pattern to meet required ratios and student safety. Develop program enhancements and maintain program quality. Interact with children and others that demonstrates a respectful, understanding, warm and receptive attitude. Support district directives, make sound, independent judgments and take quick and effective action as necessary. Provide a positive example to staff through personal appearance, grooming, and language patterns. Operate standard office equipment including computers and a variety of standard office software. Establish and maintain record keeping systems, files, and budgets. Understand and follow oral and written directions. Communicate effectively orally and in writing. Perform accurate mathematical computations. Establish and maintain effective relationships with those contacted in the course of work. Work confidentially with discretion.

**LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to hear and understand speech at normal levels. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

Indoor and outdoor environment. Driving a vehicle to conduct work.