

PERSONNEL

AFTER SCHOOL PROGRAM SITE SUPERVISOR ANNUAL POSITION SUBJECT TO THREE-YEAR GRANT CONFIDENTIAL

DEFINITION

Under the direction of the Program Coordinator, Children & Family Services, provide an educational and stimulating environment to effectively meet the needs of the children in the program.

MAJOR DUTIES AND RESPONSIBILITIES

1. Implement a developmentally sound curriculum to enhance the intellectual and social well being of students
2. Provide learning experiences to achieve curriculum goals in order to motivate students and best utilize the available time for instruction. These experiences will include but not limited to literacy, science, math, arts and crafts, games, sports, music, dance, etc.
3. Recruit students and maintain maximum enrollment in program.
4. Coordinate with Academic Liaison after school enrichment and tutoring with regular classroom teachers to provide integration of curriculum to enhance classroom instruction.
5. Communicate with parents, students, staff, site principals, and classified staff regularly about program goals, objectives, and concerns.
6. Coordinate building usage with site principal.
7. Assist with data collection to support annual evaluation efforts.
8. Maintain student files, attendance, permission slips and appropriate program records.
9. Schedule staff appropriately to maintain 20:1 ratio.
10. Schedule activities to allow for a broad spectrum of activities and choices for students.
11. Assure transportation of students is complete before leaving campus.
12. Plan and organize training of staff.
13. Provide day to day coordination and supervision of staff and students.
14. Maintain district/school discipline policy and handle discipline issues to assure a safe environment for students.
15. Participate in program-related meetings as required.
16. Participate in available workshops and training programs as schedule permits.
17. Maintain neat classroom environment. Help to build in children's regular participation in the clean up and maintenance of the classroom into the program structure.
18. Monitor the transition of students from academic, to sports, to enrichment activities.
19. Administer basic first aid as required.
20. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Minimum of 60 semester units of college credits, prefer 2 years experience as director of child care or after school program.
2. Other requirements as set by Board of Trustees.
3. Valid First-Aid Certificate issued by an authorized agency preferred.
4. DOJ fingerprint clearance
5. Current T.B .Clearance

Adopted

Revised: 8/09/2011

PERSONNEL

AFTER SCHOOL PROGRAM SITE SUPERVISOR - WALLACE (continued)

6. Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

- 3 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 100 lbs.
- 1 h. Ability to carry 75 lbs.
- 3 i. Ability to reach all directions.

Knowledge of:

1. Methods, practices and procedures used in maintaining an effective and cooperative program of activities for children.
2. Policies governing the conduct and safety of program participants.
3. Principles of supervision.
4. Interpersonal skills using, tact, patience and courtesy.
5. KUSD curriculum standards, policies, procedures, and administrative regulations.

Ability to:

1. Work independently without close supervision.
2. Instruct and provide related activities in order to motivate students and improve standardized test scores.
3. Prepare and follow a program of daily, weekly and special activities and projects.
4. Establish and maintain cooperative and effective working relationships with others.
5. Gain the confidence of children of a variety of ages.
6. Administer basic first aid.
7. Increase positive behavior among students in the After School Program through approved policies and procedures of supervision and discipline.

WORKING CONDITIONS:

Environment:

1. Classroom and playground equipment.

Physical Demands:

1. Sitting, standing or walking for extended periods of time supervising student activities.
2. Reaching overhead, above the shoulders and horizontally, to store supplies.
3. Kneeling, crouching or bending at the waist to assist students.
4. Participating in outside sport activities with children.

Hazards:

Adopted

Revised: 8/09/2011

1. Incumbents may have contact with blood or other bodily fluids from ill or injured children.