

UNION SCHOOL DISTRICT

SITE SUPERVISOR, EXTENDED CARE PROGRAM

The Position

The Site Supervisor, Extended Care Program is a classified supervisory level position under the general direction of the Coordinator, Learning & Extended Programs or designee. The Site Supervisor position requires the ability to effectively supervise and lead both staff and students. The Site Supervisor will develop and implement recreational and enrichment opportunities for children, and coordinate staff and student schedules. In the summer, the 12 month supervisor will be responsible for taking the lead in overseeing and administering the summer camp program.

REPRESENTATIVE DUTIES

- Develop and implement a balance of student enrichment activities that extend the school day through STEAM based activities, sports, arts and crafts, music, drama, homework assistance, and small group tutoring
- Provide positive leadership, supervision, and on-going coaching to site Activity Leaders and volunteers
- Build relationships and work collaboratively with site principal, staff, students, parents and community-based organizations
- Perform administrative and general clerical duties related to the program throughout the year; these include: accounting for site attendance, monthly billing, and maintaining adequate records
- Be the point-of-contact service person for parents (program inquiry, tuition, concerns)
- Supervise site during hours of operation, including summer activities, school in-service days, and district vacation days
- Communicate with parents regarding site schedules, special activities and other pertinent information through various means, including newsletters and website
- Promote program at school site events
- Maintain a site budget
- Train staff and students on emergency preparations, operations and procedures, and implementation of a positive behavior intervention system
- Train staff in use of curricula
- Develop and maintain staffing schedules throughout the year
- Plan, coordinate and supervise field trips
- Establish a climate of respect for each child as an individual

- Maintain a clean, safe, healthy, and orderly learning environment including indoor and outdoor areas
- Follow health and safety standards for food handling, hand washing, and universal precautions with exposure to blood
- Plan, coordinate, supervise and evaluate the child care program
- Interact daily with children
- Work closely with parents to promote an understanding of their child's progress
- Maintain sign-in/out sheets accurately at all times
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

Required Certification, Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's Degree preferred in Education, Recreation, Human Services or other related field
- Twelve College units in Early Childhood Education preferred
- College-level classes in administration or management preferred

Experience:

- Three years working in child-care programs desired
- Three years of successful coordinating projects and supervising preferred
- Experience in working with diverse student populations

Knowledge of:

Techniques and activities used to develop and implement enrichment and recreation opportunities for school-age children; strategies and methods used to motivate and engage children; managerial skills such as communication, scheduling, supply ordering.

Ability to:

Understand and independently carry out oral and written instructions; communicate effectively in both oral and written form; organize and prioritize workload; exercise good judgment and due caution in the performance of assigned duties; analyze situations and make decisions on procedural matters; work effectively under stress; create and maintain a caring respectful environment for children; establish and maintain effective work relationships with others; provide direct support to children in recreation and learning experiences; participate in formal

and informal communication with parent/caregiver regarding children's behavior, development and progress.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS:

The Site Supervisor of Extended Care Program is compensated per the Management Salary Schedule. This position works 221 days. The District provides a competitive benefit package.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels. Driving a vehicle to conduct work at other sites.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation and or training in English and, possibly, a designated language; Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 20 or more pounds;
Carry up to 20 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Manual dexterity necessary to operate computer keyboard at the required speed and accuracy;
and Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.