



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>EXTENDED DAY PROGRAM SUPERVISOR</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Supervisors'
		<b>SALARY RANGE:</b>	05
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director II - Special Education & Pupil Services or assigned designee	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Plan, organize, and supervise the District’s Extended Day before-school and after-school programs at designated school sites; develop, plan, and implement program and staff development activities; oversee program operations, including record-keeping, budget management, staffing needs, and other special programs for multiple locations; coordinate program activities with the site administrators to ensure the Program operates efficiently and successfully; train, supervise, and evaluate the performance of assigned staff. The incumbents in this classification assist in providing students with academic support, skill development, and family engagement which directly supports student learning.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Plan, organize, and supervise the District’s Extended Day before-school and after-school programs. Fee-based and grant-funded programs at designated school sites; support staff in planning and designing activities to meet the goals of the program and provide resources, supplies, and support for such activities.

Conduct periodic site visits to ensure appropriate Program standards and observe activities; ensure programs meet federal, state licensing, and District policies and regulations.

Interview, select, train, supervise, and evaluate the performance of assigned classified and substitute staff; plan, schedule and coordinate work and assignments to maintain required adult-to-student ratios for program(s) effectiveness; implement procedures to ensure program(s) quality, including ongoing staff development; update personnel files and sign timesheets; answer substitutes call-lines and arrange for proper personnel coverage.

Ensure timely and informative communication between Program administrators and staff, parents, and others; initiate and prepare publicity and correspondence; attend related meetings as necessary.

Establish and maintain a variety of records and reports related to assigned activities; develop, analyze, and monitor budget; maintain records of income and expenditures; approve orders for site supplies, furniture, and equipment.

Ensure the Program’s established behavior management program is in place and consistently implemented at all sites.

Serve as liaison to parent advisory groups, meet with site administrators as necessary, and explain program to parents and community; serve as second level for parent complaints and prepare written communication to parents.

Monitor enrollment of students with special needs and ensure staff is properly trained and necessary equipment is available to meet the student needs; ensure implementation of District procedures in order to address required health needs of students, including medication and emergency procedures; communicate with Special Education staff regarding students with Individual Education Plans (IEP) and parent concerns; meet with nurses regarding students with medications; administer First Aid and cardio-pulmonary resuscitation (CPR) as necessary.

Serve as backup or supervise children in the absence of the Program Lead or other program staff.

Perform a variety of tasks incidental to the operation of the program, including preparation of materials and maintenance of facilities in a clean, orderly, and safe condition.

Plan/develop a structured schedule and assign staffing assignments for vacation break camps (if offered) during non-school times.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and techniques of supervision, training, instruction, and staffing.
- Theory and practice of early childhood education and curriculum, classroom environment, 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.
- Developmental needs of children including specialized health care and other special needs children.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, spelling, grammar, and punctuation.
- Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

- Interview, select, train, supervise, and evaluate the performance of assigned personnel.
- Supervise the day-to-day operations of the District's before-school and after-school programs 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.
- 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 applicable 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.  
Work effectively, both independently and as a member of a team.  
Adhere to safety practices.  
Consider a variety of factors when using equipment.  
Maintain up-to-date certificates in CPR and First Aid.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by completion of at least at least fifteen (15) semester units in Early Childhood Education or Child Development, three (3) of the required units must be in administration or staff relations, and twelve (12) of the required units in child growth and development with child, family, and community and program/curriculum. Five (5) or more years of experience in an early childhood education setting with at least one (1) year of experience that includes staff and program supervision.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid. Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting.  
Classroom setting.  
School campus setting.  
Playground setting.  
Driving a vehicle to perform work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials and monitor children.  
Sitting, standing, or walking for extended periods of time.  
Bending at the waist, kneeling, or crouching to assist children.  
Lifting and carrying moderately heavy objects or children.  
Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

---

**JOB CLASS HISTORY**

Approved: GB 5/02; PC 4/02; (New Class) 07/07 Revised, 03/15 Reallocated from Range 03 (Ewing)  
Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025