

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: EXTENDED DAY PROGRAMS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director II-Special Education & Pupil Services, plan, organize, and supervise the District's Extended Day after-school and JumpStart! fee-based preschool programs at designated school sites; develop, plan and implement program and staff development activities; oversees program operations, including record keeping, budget management, staffing needs and other special programs for multiple locations; coordinate Program activities with the site Principal to assure the Program operates efficiently and successfully; train, supervise and evaluated the performance of assigned staff

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, and supervise the District's Extended Day after-school and JumpStart! fee-based preschool programs at designated school sites; support staff in planning and designing activities to meet the goals of the program and provides resources, supplies and support for such activities.

Conduct periodic site visits to assure 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 assure program(s) quality, including ongoing staff development; update personnel files and sign timesheets; answer substitutes call-lines and arrange for proper personnel coverage.

Assure 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.

Assure 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 principal as necessary and explains program to parents and community; serve as second-level for parent complaints and prepares written communication to parents.

Monitor process for enrollment of special needs students and assure staff is properly trained and necessary equipment is available to meet the student needs; assure 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 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, maintenance of facilities in a clean, orderly, and safe condition.

OTHER DUTIES:

Perform related duties as assigned.

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.

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 Early Childhood 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 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.

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, 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; child, family and community and program/curriculum. Five or more years of teaching experience in an early childhood education setting with at least one year of experience that includes staff and program supervision.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and First Aid certification from an EMSA certified provider.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials and monitor children.

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.