

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Child Development Program Supervisor

Salary Grade: 27

Salary Schedule: Child Development Programs

Department: Child Development

Reports to/Evaluated by: Coordinator, Child Development School-Age Programs

FLSA: Exempt

SUMMARY

Under the direction of the Coordinator of School Age Children, the Child Development Program Supervisor assists the Coordinator of School Age Children and/or District, and the school sites in organizing, implementing, and monitoring expanded learning programs within allocated budget and according to guidelines to accomplish district goals.

DISTINGUISHING CAREER FEATURES

The Child Development Program Supervisor is a time-intensive, first-line supervisory position responsible for supervising, coordinating, and reviewing the work of expanded learning staff at school sites that are geographically dispersed, requiring extensive use of a personal automobile. The position is accountable for overseeing the supervision of all students participating in the expanded learning programs managed by part-time staff with varying skill levels. Work relations extend to a wide range of contacts including District staff, program staff, students, parents, public, and outside community agencies; requires tact, diplomacy, and courtesy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports, monitors, and evaluates site staff in all areas of the program to maintain program quality. Evaluates each program during program observations.
- Communicates in a timely and professional manner with administrators and District personnel to coordinate projects, program needs, resolve issues and conflicts, and exchange information.
- Completes accident reports and electronically submits the information.
- Develops activity calendars and provides resources and materials to expanded learning programs.
- Coordinates the securing of program substitutes and controls the procedures related to staff attendance and payroll matters. Maintains a record of all employee absences and substitute hours and reviews daily absence reports.
- During intersessions, organizes and schedules field trips and on-site presentations for the full-day program, utilizing data to evaluate program success, quality, and effectiveness.
- Reviews monthly staffing needs and collaborates with the Human Resources Department to recruit and hire program staff.
- Attends and facilitates a variety of meetings and trainings as scheduled and assigned, related to improvement, implementation, and/or updates of expanded learning programs.

- Coordinates the annual inventory dispersal of supplies to the sites and the ordering process.
- Controls facility and fixture use and maintains a safe and clean environment. Conducts monthly portable inspections and annual safe environment inspections. Inventories program fixtures, furniture, and equipment annually. Notifies appropriate persons regarding facility maintenance.
- Performs and assists with such other tasks and assumes such responsibilities as the Director of Child Development and/or Coordinator of School Age Children may assign or delegate.

QUALIFICATIONS

- **Knowledge of:** Must possess a working knowledge of school-age expanded learning programs. Must have the organizational skills and ability to accurately oversee and monitor all record-keeping and reporting requirements, including accurate budget and attendance records. Must be able to communicate clearly in both oral and written communications. Must understand the instructional process, behavior management techniques, and evaluation procedures. Must understand school safety practices. Must have basic word processing skills and an understanding of computer hardware systems, mainframes, software applications, and languages utilized by the District. Must possess analytical and problem-solving skills and techniques to address any incidents or situations that may arise. Must possess interpersonal skills using tact, patience, and courtesy.
- **Ability to:** Requires the ability to perform all aspects of the position. Requires the ability to supervise and evaluate the work of subordinate personnel. Must be able to speak and write effectively. Position requires the ability to establish and maintain effective relationships with staff, students, parents, and public contacts in performance of duties. Must be able to apply school-age expanded learning program rules, regulations, and policies. Requires the ability to analyze situations and adopt effective solutions. Must be able to supervise and lead staff in a manner which encourages high morale and efficiency. Must be able to give presentations to small and large groups.
- **Education and Experience:** Bachelor's degree from an accredited college or university with an emphasis in education or a related field (preferred). A minimum of three (3) years of experience demonstrating leadership qualities; preferably at a school site working with school-age students and adults. Additional experience may substitute for higher education.
- **Working Conditions:** Work will be performed primarily indoors but may work outdoors while visiting various school sites.