

CLOVIS UNIFIED SCHOOL DISTRICT

Position: ASES Program Supervisor

Salary Grade: 27

Salary Schedule: Classified Management

Department/Site: Special Projects

Reports to/Evaluated by: Director, Special Projects

FLSA: Exempt

SUMMARY

Effectively coordinates and maintains the After School Education and Safety Program for elementary students. Under the direction of the Director of Special Projects, After School Education and Safety Program Supervisor, the Program Supervisor has functional responsibility for the entire program offered at the school sites. Responsibilities are ensuring that the program is in compliance with After School Education and Safety Program components including written documents and communications, maintaining records, organizing meetings, scheduling and supervising, working with state and federal program requirements, program budgets and site allocations, evaluating and training personnel. Work relations extend to a wide range of contacts including District staff, students, parents and public agencies. Requires tact, diplomacy and courtesy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the liaison between school site administration, district departments and the Department of Special Projects.
- Works cooperatively with school site personnel, district departments and Director, Department of Special Projects Programs to maintain a quality program.
- Communicates site program needs to administration as necessary.
- Works cooperatively with school site personnel and Financial Analyst, Department of Special Projects on all budgets, site allocations and provide technical assistance to sites on budgetary issues reflecting the requirements of the grant.
- Assists in the recruitment, selection and recommendation for hiring before and after school employees and training and/or staff development as needed.
- Responsible for State and Federal requirements, budgets, local agencies, meetings, categorical requirements and program restrictions, annual program review and audit.
- Provides guidance to program instructors concerning site discipline, behavior management, parent communication, program improvement and school site personnel relations.
- Coordinates the organization, inventory and dispersal of supplies to the sites.
- Attends all After School Education and Safety Program meetings presented by the county and state serving as a liaison to provide information to site programs and the Department of special Projects.

- Completes Performance Reports on After School Education and Safety Program employees.
- Completes additional assignments related to After School Education and Safety Program as requested by the Director, Department of Special Programs.

QUALIFICATIONS

- **Knowledge and Skills:** Requires a thorough knowledge of school-age before and after school programs, practices, guidelines and policies. Have an understanding and working knowledge of program assurances ability to oversee and monitor all record keeping and reporting requirements of the grant. Must be able to communicate clearly in both oral and written communications. Must understand the instructional process, program requirements, behavior management techniques, and evaluation procedures. Must understand effective security and safety practices. Must have basic word processing skills, competent in Excel and Power Point.
- **Abilities:** Requires the ability to perform all aspects of the position. Must be able to apply school-age before and after school rules, regulations and policies. Requires the ability to deal with parents, co-workers, State and Federal agencies and students effectively. 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.
- **Physical Abilities:** Must have sufficient eye-hand coordination to use a keyboard for routine word processing.
- **Education and Experience:** Hold a B.A. degree from an accredited college or university with an emphasis in education; three semester units or equivalent quarter units in administration or staff relations and two units of adult supervision. Additional experience may substitute for higher education.
- **Licenses and Certificates:** Requires a valid California Driver's License.
- **Working Conditions:** Work will be performed both indoors and outdoors.