



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CDC SCHOOL AGE PROGRAMS SUPERVISOR

<p>DEPARTMENT/SITE: CHILD DEVELOPMENT CENTER</p> <p>REPORTS TO: CDC PROGRAM DIRECTOR</p>	<p>SALARY SCHEDULE: Classified Supervisory (Group 14)</p> <p>LEVEL: Range 63</p> <p>WORK YEAR: 12 Months</p> <p><u>DATE CURRENT JOB DESCRIPTION APPROVED:</u> Board of Trustees effective:.....August 12, 2021</p>
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JOB GOAL/PURPOSE:

Under the supervision and direction of the CDC Program Director, plans, organizes and supervises Child Development Center (CDC) Programs including before and after school care, break and summer programs, enrichment programs, academic clubs, and the band program for school aged children Kindergarten to 6th grade. The incumbents in this classification provide training, support and supervision of staff and provide students with developmentally appropriate, interactive, and engaging educational and recreational programs for before and after school and school out time, and provide the school community with CDC services which directly support student learning.

DISTINGUISHING CHARACTERISTICS:

The CDC School Age Programs Supervisor supervises and coordinates CDC Programs including before and after school, school break and summer programs, the enrichment program, academic clubs, and the band program for children Kindergarten to 6th grade at multiple sites and supervising a large staff.

The CDC School Age Programs Site Leader serves as a lead in the implementation of before and after school, school break and summer programs for children Kindergarten to 6th grade, including responsibility for the day to day operations of the childcare program and supervision of the enrichment program, academic clubs, and the band program.

The CDC School Age Programs Instructor carries out the supervision of children Kindergarten to 6th grade and implements meaningful before and after school, school break and summer activities.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Supervise the CDC School Age Programs, including Academic Clubs, Enrichment Programs, Childcare Program and Band, in accordance with school district policies and in compliance with State and Federal regulations.
- Facilitate and supervise the development and implementation of curriculum and instructional practices to

maintain program quality.

- Participate in the annual CDC strategic planning process and ensure plan is appropriately implemented and followed.
- Assist CDC Program Director with developing, administering and monitoring school age program budget and tracking expenditures.
- Perform administrative functions such as ordering supplies and food, preparing board topics and necessary reports, processing time sheets, creating vendor contracts, and arranging for payment of vendors.
- Review and approve school age activities scholarship applications.
- Maintain daily staffing schedules and coordinate substitute coverage to ensure adult to child ratio requirements are met.
- Conduct weekly site visits and observations, provide feedback, and provide professional learning opportunities throughout the year.
- Recruit, select, supervise, and evaluate staff to ensure effective and smooth operation at program sites.
- Act as a liaison between parents, the CDC Programs, District Departments and staff, contracted vendors, and the community.
- Plan and lead regular staff meetings and trainings.
- Revise the School Age Programs policies, procedures as necessary; develop new programs as needed.
- Collaborate with local agencies in order to provide a wide variety of experiences for school age students and staff including enrichment classes, field trips, guest speakers and trainings for staff.
- Provide support to CDC staff for challenging student behaviors; work with parents and District staff to provide supports needed, including behavior plans and 504 Plans.
- Ensure safety and functionality of facilities and equipment by implementing safety guidelines and arranging for maintenance work orders.
- Promote safe practices throughout the sites; ensure that sign-in/sign-out procedures are followed for student safety at all programs; ensure all staff are trained in emergency disaster and safety policies and practices.
- Update website and develop and distribute School Age monthly newsletters; marketing materials including brochures, banner design, etc.).
- Collaborate with the Secretary and CDC Program Assistant to maintain proper records in compliance with established policies.
- Recruit parents and community volunteers for the academic clubs.
- Recruit, interview and evaluate potential enrichment vendors.
- Assist the CDC Program Director or designee as needed.
- Drive from site to site in order to adequately monitor and supervise School Age Program operations.
- Communicate all serious incidents, student accidents and staff accidents as required.
- Substitute at the childcare sites when necessary.
- May be responsible for the desk duties of other CDC office positions upon cross-training, answer multiline telephone system when necessary.
- Coordinate childcare for district meetings.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Appropriate curriculum as well as current developments in the field of child development, elementary education physical education and recreational programming

- Approved and effective techniques of child supervision
- Health and safety practices (CPR, First Aid, emergency procedures, etc.)
- CDC and District policies, California Education Code
- Mandated reporting requirements,
- Principles of training and supervision
- Budgeting concepting and methods

Skills:

- Effectively write emails, compose letters and flyers
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Strong interpersonal skills, including use of tact, empathy, patience and courtesy
- Effectively communication verbally, one on one, small or large groups
- Awareness of approved behavior modification techniques, bullying, social and emotional issues
- Microsoft Word, Excel database or other similar computer programs
- Strong leadership and supervision skills

Ability to:

- Relate well to students, parents, teachers, and school administrators; show mature judgment and conflict resolution
- Provide educational and recreational programs for students
- Assist where required in other CDC programs
- Ensure efficient and positive leadership at the CDC childcare sites and school age programs
- Preserve suitable learning conditions
- Evaluate student progress
- Maintain confidentiality at all times.
- Demonstrate sensitivity to the needs of children and parents of different ethnic, cultural, educational, and economic backgrounds
- Treat each child with dignity and respect
- Oversee the planning and implementation of a balanced school age programs that meet children's needs both academically and socially
- Determine and meet the daily needs of the school age programs and coordinate staff as needed
- Work with students with special needs
- Use audiovisual equipment, computers, tablets, copiers, printers, and laminators
- Use computer software such as MS Word, PowerPoint and databases
- Recognize and effectively respond to the various physical, intellectual, and emotional needs of school aged children and staff
- Serve as an effective role model
- Maintain composure under emergency situations and administer first aide for minor injuries and/or accidents

EDUCATION REQUIRED:

One of the following:

1. An Associate of Arts Degree from an accredited or approved college or university with a major or emphasis in Child Development, Elementary Education, Psychology or similar degree and at least four (4) years of experience working with children in an organized group care setting. Including three (3) semester or equivalent quarter units shall be in supervision/administration.
2. A Bachelor's Degree from an accredited or approved college or university with a major or emphasis in Child Development, Elementary Education, Psychology, or similar degree and at least three (3) years of experience

working with children in an organized group care setting. Including three (3) semester or equivalent quarter units shall be in supervision/administration.

3. A Child Site Supervisor Permit or Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

EXPERIENCE REQUIRED:

Four (4) years of experience in a group childcare setting, at least two (2) years of supervisory experience desired.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office, classroom, playground and/or other school environments
- Lift and/or carry items and/or children up to 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sit, squat, walk and stand for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions