

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA****JOB DESCRIPTION**

POSITION TITLE:	Program Supervisor, Before and After School Child Care
CONTRACT YEAR:	216 or 244 day schedule, as required
PAY GRADE:	23
BARGAINING UNIT:	BTU-TSP

QUALIFICATIONS:

EDUCATION: An earned bachelor's degree from an accredited institution

EXPERIENCE: Minimum of three (3) years experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS: Extensive knowledge of methods, office practices, policies and procedures. Demonstrated the ability to communicate and work effectively with diverse individuals, organizations, community agencies, and companies. Willingness to work flexible hours and days.

REQUIRED: Minimum of twelve (12) college level credit hours of coursework in Early Education or Child Care is required. Computer skills as required for the position

PREFERRED: Bilingual skills preferred.

REPORTS TO: Coordinator, Before and After School Child Care

SUPERVISES: Provides guidance to onsite Before and After School Child Care personnel

POSITION GOAL: Support the ongoing delivery of a quality child care after school program by determining program effectiveness and providing site assistance to achieve desired standards.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Program Supervisor, Before and After School Child Care (BASCC) shall:

1. insure that quality standards of performance are being met in all areas of the BASCC quality needs assessment.
2. identify any deviation from established procedures and program requirements that may have a serious impact on the quality of the program, recommend corrective action, and monitor necessary changes.

3. review, evaluate, and recommend appropriate systems for better control of the BASCC operations.
4. assist supervisors in developing appropriate personnel management skills.
5. implement required changes in new program requirements.
6. provide training for supervisors and other after school personnel.
7. visit schools on a timely basis to evaluate performance in all areas.
8. train quality needs assessors with the assessment process as specified by the school board BASCC operational handbook.
9. supervise and coordinate the needs assessor visits for each school site.
10. coordinate the annual needs assessment for each school site with an after school child care program that falls under the BASCC department.
11. complete evaluation instruments as assigned in accordance with school board policy.
12. ensure adherence to best practices for child care quality standards.
13. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
14. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
15. review current developments, literature and technical sources of information related to job responsibility.
16. ensure adherence to good safety procedures.
17. follow Federal and State laws, as well as School Board policies.
18. perform other duties, consistent with the goals and objectives of this position, as assigned by the Coordinator, Before and After School Child Care, or designee.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Frequently works with BASCC staff, school site administrators, external organizations, community agencies, and companies to evaluate, improve, and maintain desired program standards.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force needed to move

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 7/22/08

Calendar Change: 3/1/2013

