



Community Education Job Description

Program Supervisor

Descriptors

Position Title: Program Supervisor

Department: Program / Building

Reports To: Program / Building Administrator

Exempt Status: Non-Exempt

Supervisory: No

Revision Date: July 2015

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Assists program coordinator in supervision of program and provides a safe and secure environment for children. Also assists with providing a culturally inclusive and welcoming environment.

Essential Duties and Responsibilities

15% Program Delivery

- Communicate with parents, children and staff
- Provide behavior guidance in a safe age appropriate environment
- Assist in coordinating community and family events
- Oversee the delivery of the program
- Schedule and conduct conferences

- Lead activities for children
- Assign activities to children

15% Program Support

- Assist in set up and take down of area and equipment
- Serve meals and snacks
- Assist with set up of bulletin boards and room décor
- Perform general housekeeping tasks
- Assist supervisors with activity preparations

45% Programs with children

- Assist in developing skills in children
- Plan group activities
- Instruct programs
- Conduct assessments for program
- Provide work direction to other staff
- Interact with and engage children in learning experiences in all development areas

20% Program Development

- Develop and implement program curriculum
- Assist in developing program goals and objectives
- Assist in monitoring and evaluating program
- Assist in implementing program policies and procedures
- Assist in determining program needs

5% Professional Development

- Attend meetings, in-services and workshops as required

Perform other duties as assigned or requested

Work Requirements and Characteristics

Education/Certification Requirement:

- High School Diploma or equivalent
- 4 year degree preferred
- First Aid and CPR certified or ability to become certified within 60 days of hire

Experience:

- 1-2 years of supervising children preferred

Essential skills required to perform the work:

- Basic internet knowledge
- Intermediate reading and writing skills
- Ability to communicate effectively
- Ability to follow written and verbal instructions
- Ability to work in a team environment
- Ability to related to students
- Math skills including addition, subtraction, multiplication and division
- Ability to provide work direction to other employees

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Uses intermediate level general software and district/department software

Physical and Mental Requirements

Physical Job Requirements:

- Position involves periods of standing and walking around
- Position involves bending and stooping
- Position involves listening, speaking clearly and visual acuity
- Position involves regulatory lifting up to 10 pounds and frequent lifting up to 35 pounds

Mental Job Requirements:

- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires exercising confidentiality in handling School District information
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person

Hazardous Working Conditions:

- Exposure to body fluids and airborne pathogens
- Exposure to changing temperature and weather
- Exposure to noise from students
- Exposure to students with special needs
- Potential exposure to emotional outbursts

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.