



# 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.