



## CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

**Job Title:** STUDENT ADVENTURES AFTERSCHOOL ON-SITE SUPERVISOR

**Qualifications:** Preferred but not required - BA/BS or AA in teaching, social work, human services, recreation or a CDA certificate (Child Development Associate). 3 –5 years' experience directly in a K-5 environment, education, and knowledge working with children and program management.

**Reports To:** Project Director

**Supervises:** Site Facilitator, Site Aide, and Agency Staff

**Evaluation:** Project Director

**Work Schedule:** 6 hours per day, Monday - Friday

### Position Summary

Directs/manages overall daily operations at the Student Adventures Afterschool Program DHS licensed Site with the primary concern for programs and service delivery, communication between staff, facilities management, and youth/family relations.

### Essential Duties & Functions

- **Computer skills:** Ability to use various software including, but not limited to time and attendance software, email, Word and Excel.
- **Language skills:** Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- **Other skills/abilities:**
  - Ability to get along with other people and show overall leadership in a supervisory role.
  - Ability to demonstrate patience in dealing with parents and all children. Ability to develop effective working relationships with students, staff, parents and school community.
  - Ability to communicate clearly and concisely, both orally and in writing.

### Additional Responsibilities

- Perform other duties as assigned.

### Minimum Qualifications

**Education:** High School Graduate

**Knowledge/Skills/Abilities/Experience:**

- The Site Coordinator should have 3 –5 years' experience directly in a K-5 environment, education, and knowledge working with children and program management.

- Knowledge of community resources and exceptional programming ideas a plus.
- Creativity and flexibility, and good communication skills are a must.
- Other qualifications as accepted by the Board.

**Working Conditions:**

- Climate controlled classroom with proper equipment provided. Warmer/colder temperatures in other areas.

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to stand, walk and sit. Must be able to navigate within cold/hot indoor/outdoor settings, and be able to push/pull and use/ability to move entire body to climb, lift, balance, walk, stoop, bend, twist and bend. The employee occasionally lifts and/or pushes up to 20 lbs. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**Specific Functions and Responsibilities**

- Assures all DHS protocols and policies are followed with intent to keep the program running safely.
- Assures integrity in the management process from the very beginning.
- Coordinates, facilitates, and schedules all activities at the Student Adventures Afterschool Program Site.
- Assures appropriate staffing at each site for each activity, provides a backup plan for absent staff; conducts staff orientation of safety/security procedures.
- Works directly with teachers, staff, and families to identify participants for program activities.
- Secures adequate space within the schools for activities; coordinates, addresses issues with teachers, principals, custodians, and office staff.
- Arranges for daily snacks and maintains each site overseeing clean up and security.
- Oversees site facilitator, site aide and program agency staff
- Tracks attendance and evaluation materials; tracks agency partners, business partners, students and parents.
- Maintains proper data collection including expenditures, receipts, monthly expense reports, and provides paperwork to the Project Director and building principals as requested.
- Provides open communication at all times with the Project Director, building principals, teachers, agency partners and acts as liaison within the community.
- Attends conferences, committee meetings, and media events as needed; participates on the advisory board at their site.
- Works with site facilitator in coordinating homework assistance and parental involvement into the Student Adventures Afterschool Program Site.
- Ensures operational system is in place to maintain safe and high quality programs and services.
- Connects school curriculum with after school activities to provide extended learning opportunities.
- Manages day-to-day operations at the designated Student Adventures Afterschool Program Community Learning Center.
- Brings together multiple agencies to provide programs and services at the designated Student Adventures Afterschool Program Community Learning Center.
- Demonstrates concern for and sensitivity to the needs of all regardless of
- their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

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It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

April 2025