
Job Description – Extended Care Program Supervisor

Primary Function: Under the direction of the Community Programs Director, manages campus Extended Care program and all Extended Care staff. Provides supervision of staff to ensure students are safe, nurtured, and encouraged in a wholesome after school environment.

Responsibilities/Duties:

- Plans and conducts daily/weekly activities and rotations
- Supervises students and staff inside the campus from 2:55 p.m. – 6:00 p.m.; works with large groups, small groups or individual children
- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials and facilities
- Keeps the Community Programs Department informed of special needs of individual children
- Serves as a positive role model for students, supports the District's mission and goals
- Demonstrates support for the district's student management policies
- Supervises all assigned staff
- Creates and manages the weekly Extended Care work schedule
- Orients staff to policies, teaching materials and program curriculum
- Keeps Community Programs Director informed of personnel issues
- Participates in professional development to improve skills
- Promotes a positive, caring climate
- Communicates with families regarding student behavior
- Monitors snack and supply inventory
- Submits orders for approval to the Communication Programs Director
- Maintains a professional relationship with colleagues, parents and community members
- Verifies and manages staff time cards

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned
- Maintains confidentiality

Knowledge and Abilities:

Knowledge of:

- Basic first aid procedures
- Knowledge of developmentally appropriate practice in early childhood setting (PK – 5)
- Excellent organizational, and decision-making skills
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software
- District and department policies and procedures

Ability to:

- Manage a childcare staff of 15 +
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Develop, plan and organize daily operations
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Education/Licenses/Experience: High School Diploma or equivalent. Teacher Certification preferred. Two years' experience supervising children.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 170 workdays. 2:55-6:00 p.m. See current salary in supplemental Compensation Plan

Revised: 11/7/24

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date