

# CAJON VALLEY UNION SCHOOL DISTRICT

## **CLASS TITLE: EXTENDED DAY PROGRAMS SUPERVISOR**

### **BASIC FUNCTION:**

Under the direction of the Director II-Special Education & Pupil Services, plan, organize, and supervise the District's Extended Day after-school and JumpStart! fee-based preschool programs at designated school sites; develop, plan and implement program and staff development activities; oversees program operations, including record keeping, budget management, staffing needs and other special programs for multiple locations; coordinate Program activities with the site Principal to assure the Program operates efficiently and successfully; train, supervise and evaluated the performance of assigned staff

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, and supervise the District's Extended Day after-school and JumpStart! fee-based preschool programs at designated school sites; support staff in planning and designing activities to meet the goals of the program and provides resources, supplies and support for such activities.

Conduct periodic site visits to assure appropriate Program standards and observe activities; ensure programs meet federal, state licensing, and district policies and regulations.

Interview, select, train, supervise, and evaluate the performance of assigned classified and substitute staff; plan, schedule and coordinate work and assignments to maintain required adult-to-student ratios for program(s) effectiveness; implement procedures to assure program(s) quality, including ongoing staff development; update personnel files and sign timesheets; answer substitutes call-lines and arrange for proper personnel coverage.

implemented

Individual Education Plans (IEP) and parent concerns; meet with nurses regarding students with medications; administer First Aid and CPR as necessary.

Serve as backup or supervise children in the absence of the Program Lead or other program staff.

Perform a variety of tasks incidental to the operation of the program including preparation of materials, maintenance of facilities in a clean, orderly, and safe condition.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and techniques of supervision, training, instruction and staffing.

Theory and practice of early childhood education and curriculum, classroom environment, concepts of child growth and development, and behavior characteristics.

Requirements pspn(p)-[(:)-2(m)-')2(is)1( ( a)4(nd)n-4(r)3(i)-2(e)-6(s)-5p)nd cis(t)-2(r)3(i),ch a,ch aedden(c)4(t)

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of at least at least fifteen (15) semester units in Early Childhood Education, three (3) of the required units must be in administration or staff relations, and twelve (12) of the required units in child growth and development; child, family and community and program/curriculum. Five or more years of teaching experience in an early childhood education setting with at least one year of experience that includes staff and program supervision.

**LICENSES AND OTHER REQUIREMENTS:**

Valid CPR and First Aid certification I U R P D Q ( 0 6 \$ ~~SRU/GW U.I L H G~~

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials and monitor children.

Standing or walking for extended periods of time.

Bending at the waist, kneeling or crouching(s)]TJ 0.108 353(e)4(ke )]TJct0.048 Tw 12.37 0 Td [(at)o6 0 Td