

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: SUPERVISOR, EXTENDED SCHOOL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Coordinator, Extended School Services, organizes and directs the activities and operations of the District's Extended School Services (ESS) school program; trains, supervises, directs and evaluates the performance of assigned personnel; develops and conducts staff development activities; oversees the After School Education and Safety (ASES) grant at selected school sites.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administers basic first aid and CPR as necessary.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; communicates and collaborates with parents, community organizations and school staff.

Confers with the fiscal services department to oversee ASES and ESS program funds; collects various monies and fees for ESS programs as required; prepares deposits as directed.

Coordinates transportation for study trips and extra-curricular activities.

Develops, facilitates and organizes on-going professional development trainings and activities for staff.

Monitors budget allocations, expenditures, and related financial activities; assures allocations are accurate and in accordance with ASES Grant and District guidelines.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.

Organizes and directs the activities and operations of the Extended School Services program; assures activities meet program requirements as defined by State's After School Education and Safety Program grant, District and State requirements.

Oversees program operations after hours and coordinates ESS program after hours and weekend events to provide academic support to District families.

Performs special education intakes; selects appropriate staff to maintain safety of students with special learning needs including medically and/or emotionally fragile students; reviews student Individual Education Plans (IEP's) and 504 Plans.

Performs the functions of an ESS Site Lead as needed in emergency situations.

Plans, facilitates and participates in meetings, workshops and seminars; serves as a District representative and parent liaison at administrative review hearings.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; develops a variety of forms and documents.

Recommends and integrates policies, personnel and actions to meet program safety requirements and District program goals and objectives.

Responds to a wide variety of inquiries to resolve problems; provides information and referrals to parents and appropriate personnel.

Responds to emergency situations; determines and implements appropriate actions required to resolve situations that occur throughout the duration of ESS program hours and beyond.

Supports the Coordinator, Extended School Services, in performing management functions to assure efficiency of all aspects of the program.

Trains, supervises, and evaluates the performance of assigned staff including ESS Site Leads; interviews and selects employees and executes transfers, reassignment, terminations and disciplinary actions; provides guidance and leadership for ESS program staff.

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

Applicable laws, codes, regulations, policies and procedures.

Arithmetic calculations.

District organization, operations, regulations, policies and objectives related to position.

General instructional techniques and strategies related to after-school programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Health and safety practices and procedures.  
Conflict resolution techniques and practices.  
Interpersonal skills using tact, patience and courtesy.  
Analyze situations to define issues and draw conclusions.  
First Aid/CPR techniques.

**KNOWLEDGE OF:**

Principles and practices of supervision and training.  
Concepts of child growth/development and child behavior characteristics.  
Safe practices in classroom and outdoor activities.  
Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.  
Oral and written communication skills.

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and timelines.  
Observe health and safety regulations.  
Operate a computer and assigned office equipment.  
Organizes and directs the activities and operations of the Extended School Services educational and recreational program activities.  
Perform arithmetic calculations quickly and accurately.  
Plan and organize work.  
Prepare records and reports related to assigned activities.  
Schedule a significant number of activities, meetings and events.  
Gather, collate, and classify data.  
Maintain confidentiality.  
Supervise, train and evaluate the performance of assigned staff.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED including college-level course work in early child development or related field and two years experience as an ESS Site Lead OR three years of related experience with increasing levels of responsibility. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid First Aid and CPR certificate issued by an authorized agency within a probationary period.  
Valid California Class C Driver's License and evidence of insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment.  
Indoor/outdoor classroom environment.  
Evening, weekend and variable hours.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials and monitor student activities.  
Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects as assigned by the position.

**HAZARDS:**

Potential contact with body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.

Traffic hazards.

**FLSA Status**

Exempt

**Approval Date**

3/01/08; 2/23/09; 1/24/11, 9/28/17