



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: EXTENDED STUDENT SERVICES SUPERVISOR

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DIVISION: Recreation

CLASSIFICATION CODE: 5239

REPORTS TO:

FLSA STATUS:

DATE ADOPTED: June 24, 1998

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#### **POSITION SUMMARY:**

Under general supervision of the program director, the Extended Student Services Supervisor performs technical, responsible, and professional administrative and supervisory functions involving program development and operation at District-operated child care sites.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conducts field site visits; identifies needs and alternatives for improving services; advises and assists in implementing improvements.
2. Investigates and responds to questions and complaints from staff, program participants, and others regarding program operation; recommends action to be taken.
3. Conducts formal program evaluations by reviewing and analyzing program effectiveness; reports results; proposes program revisions to ensure professional, ethical, and quality standards.
4. Assists the program director in the development of effective program management and development strategies.
5. Supports and enforces program compliance with District policies, procedures, and appropriate regulatory and licensing requirements such as Community Care Licensing and State Department of Education-Child Development Division.
6. Provides for a centralized curriculum planning, resource, and support system.
7. Acts as District representative with private organizations, public agencies, program participants and other members of the public; organizes and attends meetings as necessary.
8. Supervises and evaluates Extended Student Services Coordinator staff independently or in conjunction with the program director.
9. Provides site support assistance in the areas of staff recruitment, hiring, training and scheduling; makes recommendations for staffing levels.
10. Prepares recommendations on budget development in areas of responsibility such as staff training and curriculum development; monitors individual site budgets.
11. Purchases and maintains Resource Center supplies, equipment, and instructional materials.
12. Schedules and coordinates joint site activities; maintains calendars of unit activities.
13. Develops, coordinates, and/or conducts in-service training.
14. Prepares routine and special reports and studies on operations and activities.
15. Performs other duties as assigned.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the duties and responsibilities of this position. Employees in this position will: work a flexible schedule depending upon program needs including some weekends and evenings; perform their duties mainly in an indoor office or child care site environment; travel to and perform work at multiple job sites; work alone or in proximity to others.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. The employee is required to have: vision adequate to read standard text and VDT's and drive a vehicle; hearing and speech sufficient to communicate clearly in person and by telephone; ability to operate a motor vehicle; bodily movement and mobility to work in an office setting, use standard office equipment and conduct child care site visits; strength to safely perform lifting and carrying of items weighting up to 40 pounds.

**MINIMUM QUALIFICATION REQUIREMENTS*****Education:***

1. BA/BS degree or higher in Early Childhood Education or Human Development or Recreation, or Teaching or Administration credential from an recognized college or university with 12 units of Early Childhood Education or School Age Care.
2. 3 units supervised field experience in Early Childhood Education or School Age Care setting.
3. 2 units of adult supervision and 6 units in Administration/Supervision.

***Experience:***

Two years paid experience working in a licensed school-age child development program in a director/supervisor capacity, which must include the supervision of adults.

Or

An acceptable combination of education and experience that would likely provide the knowledge, skills, and abilities required to perform the duties of the position and meet the requirements for licenses and conditions of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES:*****Knowledge of:***

1. Methods, techniques, and procedures in the delivery of a school age child care program.
2. Principles of child care program management.
3. Pertinent federal, state, and local laws, codes, and regulations governing child care programs.
4. Child development of school-age children and common recreational and social needs of various age groups.
5. Budgeting concepts and methods.
6. Principles of supervision, training, and performance evaluation.
7. Facilities and equipment needed in a comprehensive child care program.
8. Agencies to be contacted in the course of work.

***Ability to:***

1. Work positively with community, parents, school site personnel, children, and staff.
2. Work independently and carry tasks through to completion.
3. Exercise initiative and creativity in program planning.
4. Handle multiple assignments in a timely manner.
5. Ability to attend public meetings and explain and promote programs and policies.
6. Communicate effectively in both oral and written form.
7. Review and analyze program effectiveness; recommend and implement procedures to improve programs.
8. Train, supervise, and direct the work of personnel.
9. Provide leadership and instruction in program areas.
10. Travel to various job sites, meetings, and trainings.

***Skill to:***

1. Analyze problems and identify alternative solutions.
2. Respond effectively to program issues and customer interests.
3. Operate a variety of office machines and equipment such as typewriter, computer terminal, and designated software, calculator, fax machine, and copier.

**LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

1. Possession of a valid State of California driver's license and a satisfactory driving record, as determined by the District.
2. Department of Justice fingerprint clearance.
3. TB test clearance for the year prior to employment.
4. Appropriate Child Development Permit with School-Age Care emphasis.
5. Continuing Education requirement of 105 hours with 5 year renewal.
6. First Aid and CPR/AED certification.