

### Extended Day Site Supervisor

#### **Purpose Statement**

The job of Extended Day Site Supervisor is done for the purpose/s of organizing and directing age- appropriate activities for school age students; preparing and serving snacks; providing assistance with homework; assisting in maintaining a clean and safe learning environment for students; scheduling and supervising staff; and ensuring compliance with district, state and federal guidelines.

#### **Essential Functions**

- Assists in the supervision of students in various outdoor activities (e.g. sandbox, swings, climbing apparatus, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Assists the students with age appropriate activities by working with individual or small groups (e.g. homework, games, art, music, science, language, nutrition, playground, computers, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Coordinates program with school staff (e.g. principal, office personnel, maintenance, school nurse, cafeteria staff, etc.) for the purpose of conveying information and/or receiving information required to maintain program requirements.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the Assistant Site Supervisor and Instructional Assistants in the classroom.
- Maintains a variety of records (e.g. behavior and accident information, financial records, parent files, financial, attendance, sign in/out records, snack program, all records required by the Department of Health, etc.) for the purpose of providing required information and/or documentation to be in compliance with the licensing requirements of the Department of Health.
- Manages various activities (e.g. site snack program, summer camp program, 1/2 days, school breaks, etc.) for the purpose of ensuring that program requirements are met.
- Monitors student behavior for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Monitors children in various activities (e.g. snack time, group or individual games, playground activities, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active play activities, summer camp program, holiday program, appropriate to age group for the purpose of actively participating in learning activities with children.
- Performs record keeping and clerical functions (e.g. ordering and stocking materials, parent files, financial recording, sign in/out records, copying, etc.) for the purpose of providing necessary records and/or instructional materials.
- Prepares documents (e.g. lesson plans, purchase orders, supply lists, etc.) for the purpose of providing written documentation and/or conveying information.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Receives and delivers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting the Department of Health and the District requirements.
- Serves daily snacks for the purpose of meeting children's' nutritional needs.
- Supervises staff (e.g. trains, schedules, assist program manager in evaluations, monthly site staff meetings, etc.) for the purpose of maximizing their efficiency and meeting work requirements.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; controlling and motivating students; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; age appropriate activities; and positive reinforcement techniques.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; and working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required

**Education:** Highschool or GED

**Equivalency:**

### **Required Testing:**

### **Continuing Educ. / Training:**

First Aid and CPR Certifications as required,

### **Certificates and Licenses**

Food Handlers Certificate, At minimum: 6 hours of college-level academic coursework or 60 hours of documented workshop experience in early childhood education or child development and 24 months of qualifying childcare experience

### **Clearances**

IVP Fingerprint Clearance Card Required, Measles/Rubella Immunity/Vaccination, TB Clearance, Valid form I-9.

**FLSA Status**

**Approval Date**

**Salary Grade**

Non-Exempt

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