

CLASSIFICATION DESCRIPTION

TITLE: OST Site Supervisor (Lead)

<u>Title of Immediate Supervisor:</u> Community Education Coordinator	<u>Department:</u> Community Education	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Non-Bargaining; Linked to Non-Certified Business Division Administrators' Association

General Summary or Purpose Of Job:

Assist with the oversight of an after-school child care site programs district wide and the supervision of the coordinators at all elementary and one middle school to include staff and activities.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Plans, implements and supervises the site school-year and summer programs. Provides for the well being and safety of all persons at the site.	Daily 30%
2.	Participates with children and staff in planned site activities. Provides for on and off-site enrichment activities. Interacts with children in creative play and crafts.	10%
3.	Performs various administrative tasks such as scheduling, recordkeeping, submitting payroll information, attendance reporting and other related tasks. Identifies and prepares a schedule of the children participating in the child care program by examining each child's daily schedule. Records the attendance, as well as overtime billings, of children attending the program.	Daily 10%
4.	Works with the community education coordinator in the overall planning, assessment and operation of the program. Attends training sessions associated with the program.	Weekly 10%

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5.	Meets with parents and others to exchange information and ensure a positive experience for each child. Communicates with parents, both verbally and in writing, regarding concerns, daily activities and upcoming events. Serves as the liaison between the latchkey program and the school staff and the community.	Weekly 10%
6.	Recruits, hires, trains, supervises, evaluates and schedules various community education staff, including supervisory assistants, community education instructors, youth program facilitators, water safety instructors, lifeguards and other program staff.	10
7.	Promotes and publicizes the community education program by writing and editing information for brochures, fliers and other promotional materials. Writes news articles. Disseminates information to the media. Promotes the community education vision and concept through school-community relations.	10
8.	Assists in developing and monitoring the yearly budget for program and program planning. Provides program and special reports. Prepares and submits payrolls, deposits, building permits, class registration and schedules, equipment and staff requisitions, and billings	10

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in elementary education, child development or a closely-related field, and at least one year of experience working with children in a group setting; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- Methods of discipline and behavior control, especially behavior management techniques.
- First aid and CPR.

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<u>Skill Requirements:</u>
Skilled in:
<ul style="list-style-type: none">▪ Organization, especially organizing groups of people involved in activities occurring in various locations.▪ Communications, verbal, written and interpersonal.▪ Ability to perform time calculations.▪ Ability to focus on multiple activities concurrently.

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Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work is occasionally performed in outdoor weather conditions.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of Force frequently, and/or a negligible amount of force constantly to move objects.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

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Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting