

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Supervisor of After School/Summer Enrichment
Job Family: Administration
Department: Curriculum, Instruction, Assessment
Typical Work Year: 11 months

Pay Grade: Administrative Salary Schedule
FLSA Status: Exempt
Prepared Date: December 17, 2013

SUMMARY: Responsible for the overall coordination of the after-school programs for the elementary schools including development of the program and collaborative outreach with area agencies, groups, and parents/guardians. Responsible for the recruitment, training, supervision, and evaluation of Kids Camp Site Coordinators and Kids Camp Aides. This position oversees and manages the summer enrichment program for the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- | | | |
|---------|-----|---|
| D | 30% | Provide overall coordination of all after-school enrichment activities and summer enrichment activities. |
| W | 5% | Coordinate enrichment opportunities during other break times as needed. |
| W | 15% | Recruit, hire, and train all after school staff and summer enrichment staff. |
| D | 20% | Supervise and evaluate after school staff and summer enrichment staff. |
| M | 5% | Conduct staff meetings to develop monthly site plans, address training needs, and facilitate communication |
| W | 10% | Partner with community partners and agencies to identify program contributors and schedule activities. |
| M | 2% | Implement safety drills for fire, lockdown, lockout, etc. Design and assign staff to supervision/duty assignments. Enforce school district discipline policies. |
| M | 5% | Work with the finance office to facilitate billing procedures. |
| M | 5% | Coordinate and direct registration processes for the program. Work with building administrators to address space, program needs, and student performance. |
| Ongoing | 3% | Perform other duties as assigned. |

EDUCATION AND TRAINING: BA in recreation, early childhood education, child development, elementary or secondary education.

EXPERIENCE: Experience in supervising and coordinating enrichment programs for children preferred. Experience supervising the education of children required.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Criminal Background check required for hire.
- CPR, First Aid and Universal Precautions required within 90 days after entering the position. Will be required to take medication administration training as needed.
- Child Director Qualified.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Ability to develop and deliver age-appropriate and developmentally appropriate enrichment activities for school age children.
- Customer service and public relations skills.

- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Early Childhood Education

Direct Reports: Kids Camp Site Coordinators, Kids Camp Aides

BUDGET AND/OR RESOURCE RESPONSIBILITY: Develop and oversee the Kids Camp budget. Collect and record tuition payments, follow-up on and collect on delinquent accounts.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		

Negotiate		X		
-----------	--	---	--	--

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	