

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

SITE SUPERVISOR – Extended Day Program (EDP)

DEFINITION

The Site Supervisor assists the administrator in the management and operation of the Extended Day Program at assigned site, and acts as administrative designee in his/her absence excluding employee discipline.

EXAMPLES OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed be necessarily assigned to all positions in the class.

- Assist the administrator in planning and directing the operation of the Extended Day Program in accordance with district policy, federal and state regulations. E
- Assist the administrator in the supervision of all site staff, including the monitoring of staff sign-in sheets. E
- Review classrooms periodically for compliance with laws, policies and procedures. E
- Lead team meetings in planning site activities for the school year program and the camp programs. E
- Provide guidance and support for teachers in the areas of curriculum selection and implementation, observation of safety practices, discipline of students, and interaction with parents. E
- Assist administrator with training the staff. E
- Develop staff members' work schedules for the sites. E
- Supervise the maintenance of the sites to insure they are clean and safe by working with the administrator. E
- Attend site supervisor meetings. E
- Collect payments and deliver them to the office in a timely manner. E
- Order, store and dispense supplies for the site. E
- Monitor the food service for quality, portion size, and variety.
- Maintain fiscal, attendance and pupil records for the center. E
- Report student injuries, unusual incidents, and Worker's Compensation claims to the site EDP office immediately. E
- Supervise the creation of a student profile for each child. E
- Ensure that site teacher hold parent conferences at least once yearly. E
- Manage safety and emergency preparedness procedures for the site. E
- Arrange for substitutes for instructional assistants when needed. E
- Administer and record student medications as required. E
- Communicate and interact with site administrators and office personnel, health assistants, and teachers as appropriate. E
- Attend IEP and/or SST meetings for individual students as requested. E
- Perform other duties as assigned.

***Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

TRAINING

Required:

- Any current permit, credential or waiver authorizing services as a site supervisor in an Extended Day Program.
- Fifteen (15) hours of training on preventive health practices.

Preferred: Training beyond requirements for site supervisor.

EXPERIENCE

Preferred: Experience as a site supervisor in an Extended Day Program or other preschool/extended day setting.

OTHER QUALIFICATIONS

- Knowledge of curriculum planning for different age levels and organizational techniques effective for Extended Day Programs.
- Ability to provide effective leadership to staff and students.
- Ability to implement or maintain an appropriate program and creative environment for a Extended Day Program.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of conditions and tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read normal print	To perform tasks such as to: Read curriculum and assess student work
Hearing: (which may be corrected) Hear sounds which warn of potential danger Hear speech in classroom setting	To perform tasks such as to: Supervise students and respond to emergencies Respond to student questions
Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contact Speak with a level of proficiency and volume to be understood in a classroom Speak for prolonged periods	To perform tasks such as to: Communicate with teachers and students Instruct groups of students Instruct and supervise students

<p>Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extends arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to: Operate AV equipment, instruct students, and provide physical assistance to students, and write with chalk, pencil, and pen</p> <p>Supervise students and respond to emergencies</p>
<p>Lower Body Mobility: Walk on uneven terrain</p> <p>Walk on even surfaces</p> <p>Climb stairs</p> <p>Bend at waist</p> <p>Stoop</p> <p>Sit or stand for prolonged periods of 50 minutes</p>	<p>To perform tasks such as to: Supervise students on playground</p> <p>Supervise students in the classroom setting</p> <p>Follow disaster plan</p> <p>Operate office/AV equipment</p> <p>Assist students in classroom</p>
<p>Strength: To lift, push, pull, and/or carry objects which weigh as much as 25 pounds on an occasional basis</p>	<p>To perform tasks such as to: Transport and operate AV equipment and assist children</p> <p>Assist students in classroom</p>
<p>Environmental Requirements: Constant work interruptions</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside and outside</p>	<p>To perform tasks such as to: Instruct and supervise students</p> <p>Supervise students indoors and outdoors</p> <p>Instruct groups of students in absence of teacher</p> <p>Coordinate activities with teachers and staff</p> <p>Perform assigned duties</p>
<p>Mental Requirements: Read, write, understand, interpret, and apply moderately complex information</p> <p>Coordinating</p> <p>Process information quickly and make quick</p>	<p>To perform tasks such as to: Read and understand curriculum Math skills at an 8th grade level in order to assist students with homework (some positions)</p> <p>Document information and maintain student records</p> <p>Set up projects; respond to difficult or emergency</p>

decisions Mental Requirements: Learn quickly and follow verbal procedures and standards Place information in order of importance Listen Demonstrate Give verbal instruction	situations To perform tasks such as to: Work safely and effectively with students Instruct and supervise students Communicate with parents Understand student questions Reinforce teacher lessons Instruct and supervise students
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Other Conditions of Continued Employment:

- Speak at a conversational level and demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Approved by Personnel Commission: 1.13.03

Adopted by Board of Trustees: 2.5.03

DRAFT Rev. 1 12.2.02

Revised 10.19.05 by R. Acosta