

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-AFTER SCHOOL EDUCATION AND SAFETY PROGRAM

DEFINITION:

Under the direction of the Manager-After School Education and Safety Program, operate an assigned after-school program; provide support services for identified youth and their families at one or more sites; organize and direct program-related events; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit and maintain program participants at level sufficient to sustain program.
- Develop, coordinate, supervise, and monitor academic remediation and support, tutoring/mentoring services, and homework assistance for project students.
- Coordinate, supervise, and monitor after-school, and Saturday recreational and cultural programs and activities for program students.
- Develop incentives, rewards, and recognition programs for students who participate in tutoring/mentoring and academic remediation activities.
- Refer youth to appropriate resources at the school and in the community including youth violence prevention programs, counseling and mental health services.
- Refer families to literacy, nutrition, and health education programs; parenting skills classes; adult education, GED, and ESL classes; and employment counseling, training, and placement services.
- Monitor allocation of grant funds from authorized budgets to meet program goals in accordance with established policies and procedures; maintain expenditure records and create projections.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Assure compliance with site safety plans and codes of conduct.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Drive a vehicle to conduct work.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level coursework and three years after school program experience.

Licenses and other Requirements

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,

- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Valid CPR and First Aid certifications.

Knowledge of:

- Knowledge of community resources including academic support and recreational programs and parent education and training programs.
- Knowledge of social work and case management concepts and principles.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Apply fiscal controls within established guidelines.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.
- Drive a vehicle to conduct work

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Evening and variable hours.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here 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.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting, standing, and walking for extended periods of time.
- Bending, kneeling or crouching to assist students.
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: ---

Board Approved: 5/31/05

FLSA Status: Exempt

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