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<b>Position:</b>	Campus Club Program Supervisor	<b>FLSA:</b>	Non-exempt
<b>Department/Site:</b>	Child Development	<b>Salary Grade:</b>	120 Child
<b>Reports to/Evaluated by:</b>	Coordinator, Child Development	<b>Salary Schedule:</b>	Development Programs

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### **SUMMARY**

Under direction of the Coordinator, Child Development School-Age Programs; the Program Supervisor maintains an eleven hour day of the school-age enrichment program, Campus Club, for Clovis Unified School District students and families. Responsibilities include written documents and communications, maintaining records, organizing meetings, scheduling and supervising, evaluating and training personnel.

### **DISTINGUISHING CAREER FEATURES**

The Campus Club Program Supervisor is a time intensive, first line supervisory position responsible for supervising, coordinating and reviewing the work of a large Campus Club staff at school sites that are geographically dispersed, requiring extensive use of personal automobile. The position is accountable for overseeing the supervision of more than 2800 students managed by a part-time staff with varying skill levels from inexperienced to professional. Work relations extend to a wide range of contacts including District staff, students, parents and public; requires tact, diplomacy and courtesy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supports monitors and evaluates site staff in all areas of program to maintain program quality. Evaluates each program during program observations. Supervises a staff 250 part-time employees. Assesses staff skills, produces staff performance appraisals and recommends areas for improvement
- Coordinates program communication. Reviews and revises program newsletters. Reads program incident/occurrence forms. Completes accident reports and electronically submits the information. Participates in departmental budget standards committee and generates forms and analyzes cost effectiveness of snack program. Coordinates technology needs for program with CUSD technology dept.
- Organizes program curriculum and distributes plans to sites; Creates calendar for curriculum deadlines and reviews curriculum monthly. Identifies team members to develop curriculum. Develops activity calendar and supply list for programs.
- Coordinates the securing of program substitutes and controls the procedures related to staff attendance and payroll matters. Maintains a record of all employee absences and substitute hours and reviews daily absence reports. Prints, distributes and verifies time sheet information.
- Organizes and schedules field trips and on-site presentations for full day program. Evaluates field trip success and analyzes information to determine if the field trip/presentation is cost effective.
- Coordinates the recruitment, selection and recommendations of hire for all program staff. Reviews monthly staffing needs and determines most cost-effective staffing. Reviews applications, schedules

and conducts interviews. Completes all hiring paperwork and follow-up. Schedules new hires for orientation.

- Develops and evaluates effectiveness of staff development. Analyzes all program evaluations to determine staff development needs and implements improvements.
- Develops staff information and agenda for Lead Instructor meetings and produces staff development and agenda for Kindergarten meetings. Recruits staff development presenters and assess cost effectiveness of presentation.
- Coordinates the organization, inventory and dispersal of needed supplies, materials and equipment to conduct the program. Creates, distributes and collects order forms. Composes master shopping list. Orders, picks up, sorts and distributes supplies. Reviews supply costs and selects most cost effective, budget conscience materials.
- Controls facility and fixture use and maintains a safe and clean environment. Conducts monthly portable inspections and annual safe environment inspections. Inventory program fixtures, furniture and equipment annually. Notifies appropriate persons in regard to facility maintenance. Assesses the cost effectiveness of items in regard to quality and shipping costs.

## **QUALIFICATIONS**

**Knowledge and Skills:** requires a thorough knowledge of school-age before and after school programs, practices and policies. Must be able to communicate clearly in both oral and written communications. Must understand the instructional process, behavior management techniques and evaluation procedures. Must understand effective security and safety practices. Must have basic word processing skills.

**Abilities:** Requires the ability to perform all aspects of the position. Must be able to apply school-age before and after school rules, regulations and policies. Requires the ability to deal with parents, co-workers and students effectively. Requires the ability to analyze situations and adopt effective solutions. Must be able to supervise and lead staff in a manner which encourages high morale and efficiency.

**Physical Abilities:** Must have sufficient eye-hand coordination to use a keyboard for routine word processing.

**Working Conditions:** Work will be performed both indoors and outdoors

**Education and/or Experience:** Bachelor's degree with a major in ECE/ED (preferred). Supplemented by at least one year of teaching experience in ECE/ED programs; three semester units or equivalent quarter units in administration or staff relations and two units of adult supervision. Additional experience may substitute for higher education.

**Licenses and Certificates:** Requires a valid California Driver's License.