



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Program Supervisor (Community Education)**

JOB CODE: **3-3690**

Position Type: Classified	Department: Community Education
Salary Schedule: Classified	Reports to: Manager (Community Education)
Salary Range: Range 31	
Term of Employment: 12 months	Date: May 21, 2013
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in the Supervision of 80 -125 Community Education employees. Assists in daily program operations, accreditation processes, program compliance, interview, hiring & training, and substitute as needed in the programs as directed by the Community Education Manager. Perform all duties and responsibilities in an exemplary manner such that the school and community will maintain a standard of excellence through this department.

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.

ESSENTIAL FUNCTIONS:

- Facilitates training of new before and after, preschool, and summer camp employees.
- Plans and implements staff training to meet state requirements.
- Supervises and enforces program standards to meet health and safety policies & procedures, licensing, fire & sanitation requirements.
- Conducts and coordinates safety inspections per the Department of Health guidelines.
- Assists in planning instructional goals, objectives, and methods to meet state and national standards.
- Develops and oversees the implementation of activities designed to enrich the student's educational experience in the before and after school program.
- Develops appropriate curriculum for children 3 to 5, based on individual interests, needs, and abilities of the children in the classroom and the group as a whole using Arizona Early Learning Standards.
- Evaluates or assists in the evaluations of program staff using district guidelines and procedures.

- Conducts preschool classroom, before and after school and summer camp program visitations/observations
- Reviews current registration records for accuracy.
- Assists in the collection and accounting process of program fees.
- Purchases supplies within curricular and budgetary guidelines as needed.
- Prepares reports and assists with budgets connected with areas of responsibility.
- Assists in the preparation and maintains appropriate records for the Department of Health Services and the Department of Economic Security at the district level and campus level as needed.
- Participates and assists in the development & implementation of the district community education department goals.
- Communicates with campus administration, community education staff, students, parents and community effectively. Attends student evaluation and IEP meetings as requested.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Assists in the Supervision of 80-125 Community Education Employees.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- To perform this job successfully, an individual must meet the Department of Health Services Childcare Director Qualifications
- Have knowledge in early childhood education, parenting, and be able to perform each essential duty satisfactorily.
- Experience in preschool, before and after school and summer camp programs preferred.
- Must have basic knowledge of school district operations and procedures. Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.