



JOB DESCRIPTION

JOB TITLE: **District Supervisor/Operations (Community Education)**

Position Type: <b>Exempt</b>	Department: <b>Community Education</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Community Education Director</b>
Salary Range: <b>4</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>August 16, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Assists in the supervision of 80 -125 Community Education employees. Assists in daily program operations, adherence to enrollment and tuition processes, program compliance within department parameters, interviewing, hiring and training of district office support personnel, and assists with this process within the programs as directed by the Community Education Director. Performs 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 district office, before and after, preschool, and summer camp employees as it pertains to operational procedures.
- Plans and implements staff training to meet department requirements.
- Supervises and enforces program standards to meet department operational policies and procedures for registration and tuition processes.
- Conducts and coordinates record inspections for compliance of department standards.
- Develops, implements, and monitors annual registration events for programs.
- Develops, updates, and distributes all publications pertaining to programs.
- Develops, programs, and trains all processing personnel on the building and use of Activenet software program.
- Is the Kronos editor for district office staff and winter, spring, and summer camp leads.
- Assists in planning operational goals, objectives, and methods to maintain and/or exceed department and district standard of excellence.
- Develops and oversees the implementation of processes designed to continually

improve the efficiency and quality of account representation and processing.

- Evaluates or assists in the evaluations of operational staff using district guidelines and procedures.
- Conducts preschool classroom, before and after school and summer camp program visitations/observations as may be appropriate for operations.
- Reviews and monitors 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 and implementation of the district Community Education department goals.
- Communicates with campus administration, community education staff, students, parents and community effectively.
- Maintains property control inventory for department assets at the district office and for all department technology items district-wide.
- Works closely with Webmaster to maintain current program information on the district website.
- Develops, conducts, and monitors parent and staff surveys.
- Monitors, reviews, and distributes department bulk email.

#### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists 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 be knowledgeable of the Department of Health Services Childcare Director Qualifications
- Have knowledge of all Microsoft Office components.
- Have critical thinking skills in all aspects of customer service and be able to perform each essential duty satisfactorily.
- Must have basic knowledge of school district operations and procedures.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the 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 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).
- Nine to twelve months related experience and/or training.
- Equivalent combination of education and experience.
- Experience in preschool, before and after school and summer camp programs preferred.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- 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.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must be able to move or relocate a child, materials, and equipment of up to 50 lbs. to a different location.
- 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.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*