



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	After School Program Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Educational Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARD ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS	11 months 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 71

BASIC FUNCTION

Develop, oversee and maintain quality after school programs for District school sites; assure program provides a safe and healthy environment for participants; assure programming is aligned to student academic development and program mission and goals; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- x Develop, oversee and maintain quality after school programs for District school sites; support and oversee program coordinators in the design and implementation of quality after school program aligned to regular school day and program mission and goals; assure programming is aligned to student academic development
- x Conduct program site quality observations; make recommendations for improvements; assure program provides a safe and healthy environment for participants
- x Prepare and maintain program finances including budgeting, proper allocation of funds, expenditure reporting and parent fee collection; prepare grant renewals and submit to appropriate funders
- x Train, supervise and evaluate the performance of assigned personnel; recruit and hire program staff

- x Operate a variety of standard office equipment including a printer, telephone, copier, fax machine, computer and assigned software; drive a vehicle to conduct work

- x Order materials and supplies as needed

- x Attend regional after school meetings and conferences

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of developmentally appropriate academic, enrichment and recreational programs

Coordination and program management, organization and objectives

District and community program, services and resources

Applicable laws, codes, rules and regulations

Community and human relations skills

Principles and practices of supervising and evaluating personnel

Safety precautions and procedures

Oral and written communications skills

Recordkeeping techniques

Telephone techniques and etiquette

Program philosophies and requirements

ABILITY TO:

Develop, oversee and maintain quality after school programs for District school sites

Assure program provides a safe and healthy environment for participants

Assure programming is aligned to student academic development and program mission and goals

Train, supervise and evaluate the performance of assigned personnel

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

Occasional evening meetings

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to communicate with students and parents

Seeing to observe students and read materials

Sitting or standing for extended periods of time