

Union Public Schools Job Description

Position Title: Extended Day Program (EDP), Special Needs Supervisor
Department: Extended Day Program
Reports To: Director of Educational Programs/EDP Assistant Coordinator

FLSA Designation: Non-exempt

SUMMARY: Assists Supervisor of Extended Day in Developing and implementing comprehensive programs for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Enrolls children and maintains all necessary individual documents.
- Maintains all paperwork for program operation.
- Organizes and implements scheduled activities.
- Participates in games and activities when necessary.
- Handles any problems related to program operation.
- Maintains a safe environment for the children at all times.
- Follows recommendations of Extended Day program concerning curriculum design.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises staff and students on a daily basis.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: The Assistant Supervisor of a school-age program is required to be at least 19 years of age and have one of the following:

- a) High school diploma or general education degree (GED) and two years of satisfactory full-time experience in a related school-age, educational or child care setting;
- b) High school diploma or GED and 12 college credit hours in child development, elementary or secondary education, or closely related subject and one year of satisfactory full-time experience in a related school-age, educational or child care setting;
- c) Associate or Bachelor degree with at least 12 college credit hours in child development, elementary or secondary education, or closely related subject; or
- d) High school diploma or GED and successful completion of a school-age child care training program that meets the criteria approved by the Child Care Advisory.

CERTIFICATES, LICENSES, REGISTRATIONS: CDA preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability

to effectively present information in one-on-one and small group situations to staff, students and parents.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES: Ability to develop and maintain effective working relationships with students, staff and the school community; able to communicate in both written and oral forms. Ability to perform with awareness of all District requirements and Board of Education policies.

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.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, reach with hands and arms and talk or hear. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of the job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/ VCR carts. The employee is directly responsible for safety, well being, or work output of other people.

WORK ENVIRONMENT: *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.*

The noise level in the work environment is usually loud.