

UNION PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Extended Day Program (EDP), Supervisor
Department: Extended Day Program
Reports to: EDP Coordinator/EDP Assistant Coordinator/Director of Educational Programs

FLSA Designation: Non-exempt

SUMMARY: Under the direction of the Assistant Coordinator - Extended Day Program, organize and manage Extended Day Program at assigned elementary site.

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

- Supervises Extended Day Program (EDP) operation at assigned site.
- Supervises, observes, and ensures the safety of children enrolled in the program.
- Maintains a safe environment for the children at all times. At times this requires the employee to pursue or contain a child in order to prevent or eliminate eminent danger to the child or others.
- Follows recommendations of EDP concerning curriculum design.
- Complies with Department of Human Services/STARS requirements, i.e. postings, emergency phone numbers, evacuation plans, portable clipboard postings, etc.
- Tracks the Department of Human Services card swipes daily and understands their policies for families receiving assistance. May assign this duty to other staff, but must oversee meticulously as the responsibility still remains with the Supervisor.
- Attends all required staff meetings and follows through on assignments, meeting all deadlines.
- Completes 30 hours staff training as required by the Department of Human Services. (DHS/STARS Program requirements).
- Tracks staff development/training/professional development goals for all staff.
- Keeps accurate DHS recordkeeping, i.e. accurate attendance, STARS book updates, tracking parent/staff surveys, health and safety checklist, program goals, program self-evaluation and related program improvement, documenting parent conferences, plans parent programs twice a year.
- Maintains enrollment, check daily attendance for program participants.
- Organizes and provides day-to-day management of the EDP.
- Plans EDP curriculum and activities for Extended Day participants, using Early Learning Guidelines (OKDHS Publication). Submits weekly lesson plans to EDP Assistant Coordinator. Posts lesson plans for parents and staff.
- Enlists EDP staff to plan individual and group activities to stimulate growth in language, social and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
- Enlists EDP staff to plan and implement weekly activities involving science, math, art, cooking, music, drama, special themes, etc., using Early Learning Guidelines (OKDHS publication) criteria.

EDP Supervisor
Created 11/2005
Revised 2/2008
Revised 5/2011
Revised 8/2012
Revised 8/2022

- Participates in games and activities including 2 physical activities per day using gross motor skills.
- Prepares weekly EDP lesson plans by the first of the month and distributes them in a timely manner using Word and/or Excel.
- Provides appropriate climate to establish and reinforce acceptable behaviors, attitudes and social skills of both students and staff.
- Approves and submits accurate time for EDP employees into Kronos timekeeping system by deadline dates; submits timesheets as required for other staff.
- Plans, coordinates and evaluates the work of EDP Assistants and other staff.
- Assigns EDP Master Instructors and experienced staff to oversee EDP staff with lessor experience as required by DHS.
- Provides the Education Service Center's EDP office and parents with required information when necessary.
- Communicates regularly with parents through a variety of methods, such as calendars of events, newsletters, notes, phone calls and individual parent conferences (documented 2 times per year).
- Communicates with parents in regards to sensitive/difficult issues with a child's behavior, DHS swipes, suspensions, etc., maintaining confidentiality at all times.
- Uses behavior and guidance skills when handling students.
- Communicates with EDP Manager, EDP Assistant Coordinator, staff and school staff regularly.
- Speaks kindly and respectfully to all.
- 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: Supervise 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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

WORKING HOURS: Morning and afternoon and as assigned by the Extended Day Program Coordinator.

EDUCATION and/or EXPERIENCE REQUIREMENTS: The supervisor of a part-day/school-age program is required to be at least 21 years of age and have at least one of the following:

- a) A high school diploma or GED and a Child Development Associate (CDA) credential or 12 college credit hours in child development, elementary or secondary education, or closely related subject and two years of satisfactory full-time experience in a related school-age, educational or child care setting;
- b) An associate degree with at least 12 college credit hours in child development, elementary or secondary education, or closely related subject; or
- c) A bachelor's degree with at least 6 college credit hours in child development, elementary or secondary education, or closely related subject; or

- d) A high school diploma or GED and successful completion of a school-age child care training program that meets the criteria approved by the DHS/STARS program.
- e) Experience in early childhood/school age programs preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Required and may be obtained upon employment: CPR/first aid, food handler's permit; plus within first year of employment, CECPD (Center for Early Childhood Professional Development) Oklahoma Registry/Professional Development Ladder must be obtained; If CDA, must be maintained current.

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 memo. 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 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense to carry out instructions furnished in written, oral or schedule 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 use email, Kronos timekeeping, and web-based staff development programs. 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 frequently required to stand and talk or hear and sometimes walk and sit and pick up things from the floor. 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, wellbeing, or work output of other people. The employee must have the mobility to pursue or contain a child in order to prevent or eliminate danger to the child or others; as well as the ability to play gross motor games with children.

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 moderate to loud.