



PERSONNEL COMMISSION

Class Specification

<u>CLASS CODE</u>	<u>TITLE</u>	<u>SALARY RANGE:</u>
3266	KIDS' CLUB SUPERVISOR I	016 (S1)
3267	KIDS' CLUB SUPERVISOR II	018 (S1)
3268	KIDS' CLUB SUPERVISOR III	020 (S1)

JOB SUMMARY

Under general supervision plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Design, plan, organize, supervise and participate in the operation of an assigned Kids Club Program. ***E***
- Schedule and supervise the work of assigned employees and arrange for substitutes as authorized. ***E***
- Plan the program and supervise a responsive environment for the optimum growth and development of school-age children. ***E***
- Prepare and administer the budget, include maintaining regular accounting procedures for all income and expenditures, as well as equipment and supply inventories. ***E***
- Enroll students, collect enrollment fees and tuition charges, and care for funds as prescribed by district. ***E***
- Maintain an active public relations program to promote enrollment, communicate the activities of the Kids Club day care program, and recruit volunteers to assist with childcare. ***E***
- Plan and conduct orientations for parents about program policies and procedures and maintain a regular system of activities to enhance parent-school relations. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- Assure program compliance with required health and safety regulations. ***E***
- Participates in the selection of assigned staff. ***E***
- Schedule regular staff meetings and provide for in-service training. ***E***
- Act as liaison between District personnel, principal and staff. ***E***

*Note: At the end of some of the duty statements there is an italicized ***E*** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

This specification serves three classifications in the class series for Kids' Club Supervisor. The essential factors that differentiate the levels of classification are the size, nature and scope of the program at the sites. Children population and program staffing guidelines are:

Kids' Club Supervisor I is allocated to program/sites with 50 children or less and supervision of a support staff of six or less employees.

Kids' Club Supervisor II is allocated to three to five individual program/sites with 50 to 90 children and supervision of a support staff of seven to twelve employees.

Kids' Club Supervisor III is allocated to five or more individual program/sites with over 90 children and supervision of a support staff of over twelve employees.

An incumbent in this class will be a working supervisor of an assigned Kids Club Program designed to provide child care both before and after regular school times, and may range from 6:00 - 6:30 a.m. to 6:00 - 6:30 p.m. or as otherwise established. They are expected to carry out the program within the established guidelines and regulations, with a minimum of direct daily supervision from the site administrator or central office administration. Incumbents in the Kids' Club Supervisor II and III classifications, with multi-site and multiple work assignments, are required to plan and delegate activities to subordinate staff in order to meet program objectives at the sites. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general district calendar and work schedule. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

- Learning and behavior patterns of children.
- Basic math - arithmetic addition, subtraction, division and multiplication.
- Record keeping techniques.
- Child behavior and behavior modification.
- Principles of supervision and training of adults.
- First aid.
- Personal hygiene practices.
- Generally accepted standards of health and sanitation.
- Diverse cultural communities and backgrounds.

Ability to:

- Learn and follow District rules, regulations, and daily practices of operating the Kids Club

Program.

Plan, supervise and coordinate a Kids Club Program for the optimum growth and development of children.

Direct the activities of children and assigned personnel providing a positive environment for children.

Prepare and/or present clear and concise reports.

Supervise, train, motivate and evaluate assigned personnel.

Interpret provision of law, rules, regulations and district policy to staff, other agencies, parents and the public.

Establish and maintain effective working relationships with those contacted in the course of work.

Administer prescribed medication in accordance with established district procedures.

Demonstrate tact and sound judgment.

Deal with changing circumstances.

Demonstrate flexibility, understanding, and patience, toward students and parents.

Operate a variety of office and classroom related equipment, including a computer.

Education and Training:

Associate of Arts degree including 12 units in courses related to children. A bachelor's degree in education or related field or possession of a California Teaching Credential is desirable.

Experience:

Kids' Club Supervisor I: three years of experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required, preferably including some lead or supervisory responsibilities.

Kids' Club Supervisor II: three years of experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including one year or supervisory experience in an extended day program of over 50 students/children with a comprehensive theme-based curriculum.

Kids' Club Supervisor III: three years of experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including two years of supervisory experience in an extended day program of over 90 students/children with a comprehensive theme-based curriculum.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING CONDITIONS

School classroom, learning center or playground environment.
Active participation in games and related physical development activities with children.
Travel to various work site locations.

PHYSICAL DEMANDS

Lifting, kneeling, crouching, pushing and pulling of children up to pre-teens.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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