



## 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, oversee and participate in the activities and operations of an assigned Kids' Club (day care) program; train and supervise the performance of assigned staff; 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.*

- Plan, organize, oversee and participate in the activities and operations of an assigned Kids' Club (day care) program; assure program compliance with applicable health and safety regulations; create and maintain an orderly and clean environment. **E**
- Train and evaluate the performance of assigned staff; schedule and arrange for staffing coverage; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; complete and submit payroll timesheets. **E**
- Plan the site program, thematic activities and field trips; create and post monthly activity calendars; oversee and implement a responsive environment for the optimum growth and development of school-age children. **E**
- Maintain and monitor site budgets; maintain accounting procedures including income and expenditures and inventory of equipment and supplies; collect program and activity fees; prepare and issue receipts; prepare deposit reports; secure monies in accordance with established procedures. **E**
- Enroll students; maintain an active public relations program to promote enrollment and communication of program objectives and activities; create flyers to promote and advertise the program and activities. **E**
- Plan and conduct program orientation sessions for parents to communicate policies, procedures, and schedule of program activities; maintain a regular system of activities to enhance parent-school relations; plan fundraising activities for site program. **E**
- Participate in and supervise children and staff in program activities such as games, songs, physical exercises, free play, arts and crafts and snack times, and homework, breakfast and cooking clubs. **E**
- Oversee and participate in the set up, prepare and serve snack items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack times. **E**

- Maintain standards of child behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the Kids' Club program; enforce discipline with positive strategies. *E*
- Schedule regular staff meetings and provide in-service trainings; attend and participate in workshops, in-services, staff meetings, and training programs. *E*
- Communicate with and serve as a liaison between District staff, children, parents, and others to exchange information, coordinate activities and resolve issues or concerns. *E*
- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, composing written materials, and preparing and maintaining a variety of records, logs and files related to assigned activities and personnel. *E*
- Operate a variety of office and instructional equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; may administer prescribed medication in accordance with established District procedure. *E*
- Remain on call for emergency situations and to assure staffing coverage. *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 a site with approximately 50 children or less and supervision of a support staff of six or less employees.

**Kids' Club Supervisor II** is allocated to a site with three to five program locations with approximately 50 to 110 children and supervision of a support staff of seven to fifteen employees.

**Kids' Club Supervisor III** is allocated to a site with five or more program locations with approximately 110 children or more and supervision of a support staff of over twelve employees.

Incumbents in these classes are working supervisors of an assigned Kids' Club site designed to provide child-care both before and after regular school times, and may range from 6:30 to 6:30 p.m. Supervisors are expected to carry out the program within the established guidelines and regulations, with a minimum of direct daily supervision from program administration. Incumbents in the Kids' Club Supervisor II and III classifications, with multiple program locations at an assigned-site, are required to plan and delegate activities to subordinate staff in order to meet program objectives. Some positions may serve as a floating supervisor to assure supervisory coverage throughout the program. 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:**

Concepts of child development and behavior.  
Principles and practices of supervision and training.  
Child guidance principles and practices.  
Safe practices in classroom and playground activities.  
General budgeting practices regarding monitoring and control.  
Record keeping and filing techniques.  
Personal hygiene practices.  
Generally accepted standards of health and sanitation.  
CPR and first aid techniques.  
Basic math.  
Operation of office and classroom equipment including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, organize, oversee and participate in the activities and operations of an assigned Kids' Club (day care) program.  
Train and supervise the performance of assigned staff.  
Interact with parents and others in a direct, professional manner.  
Demonstrate flexibility, understanding, and patience, toward students and parents.  
Apply and follow Kids' Club and District rules, regulations, and daily practices.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Compose correspondence and written materials.  
Monitor and maintain assigned budgets and expenditures.  
Maintain records and files and prepare reports.  
Meet schedules and timelines.  
Plan and organize work.  
Maintain equipment and facilities in a clean and orderly condition.  
Administer first aid or necessary physical assistance to ill or distressed children.  
Administer prescribed medication in accordance with established District procedures.  
Operate a variety of office and classroom equipment including a computer and assigned software.

**Education and Training:**

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

Child Development Site Supervisor Permit  
Child Development Program Director Permit

**Experience:**

**Kids' Club Supervisor I:** two years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

**Kids' Club Supervisor II:** three years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including one year of lead or supervisory experience.

**Kids' Club Supervisor III:** four years of experience working with 50 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including two years of supervisory experience.

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

**SPECIAL REQUIREMENTS**

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

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

**WORKING CONDITIONS**

Classroom, learning center, community settings and playground environment.

Evening and varied hours.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Hearing and speaking to exchange information in person and on the telephone.

Walking.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, crawling or crouching to assist children.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials and monitor activities.

Pushing, pulling, lifting and carrying supplies and items weighing up to 25 pounds.

Lifting and carrying small children in emergency situations.v

*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.

PCA: 7/01/1993

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