



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

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

**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:**

- 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
- Conduct program site quality observations; make recommendations for improvements; assure program provides a safe and healthy environment for participants
- 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
- Train, supervise and evaluate the performance of assigned personnel; recruit and hire program staff and enrichment vendors; plan and conduct professional development opportunities for program staff
- Plan and implement program-wide events
- Maintain program website and content
- Prepare and maintain records and reports related to assigned activities including attendance, program fees and expenses, PTA contracts, performance report and others as assigned; maintain the program plan
- Communicate with students, parents and outside agencies to exchange information and resolve issues or concerns; meet, communicate and collaborate with school administrators regarding program updates and progress

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

Record-keeping 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

Work and collaborate with parents, school staff, students and community member in various program activities

Monitor and control program budgets

Interact with students and adults in an effective manner

Maintain a healthy and safe environment

Work independently with little direction

Establish and maintain effective working relationships with others

Maintain records and prepare reports

Communicate effectively both orally and in writing

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Plan and organize work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in child development, education or a related field and two years of increasingly responsible experience in participating or leading after-school programs

**LICENSES AND OTHER REQUIREMENTS:**

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