

**VISTA UNIFIED SCHOOL DISTRICT**  
**SCHOOL AGE CHILD CARE SUPERVISOR**

**Purpose Statement**

The purpose of a School Age Child Care Supervisor is to support the coordination of an assigned program and related activities; provide information to others; assist in the implementation and maintenance of services within established guidelines and standards for before and after school programs.

This job reports to the School Age Child Care Manager.

**Essential Functions**

- Arranges for substitute coverage and provides coverage as needed for the purpose of providing supervision and ensuring staffing ratio requirements are met.
- Assists in the collection and deposit of program fees (e.g. preparing invoices, collecting fees, providing receipt, making deposits, assisting in setting up payment plans; providing security for monies received, etc.) for the purpose of completing transactions and/or securing funds.
- Assists in the coordination and monitoring of assigned activities and programs for the purpose of meeting District and program guidelines and adhering to appropriate federal, state, and local laws and regulations related to before/after school childcare programs.
- Attends and participates in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates with parents and community agencies regarding the before/after school programs for the purpose of the achievement of department, program, and district goals.
- Confers with immediate supervisor and assists with the coordination of day to day activities for the purpose of ensuring that assignments are covered and maximizing the efficiency of the workforce.
- Inputs data into financial and attendance information systems (e.g. student data, attendance, enrollment, etc.) for the purpose of ensuring availability and accuracy of data in compliance with established guidelines and mandated requirements.
- Maintains manual and electronic documents, files, reports, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. site budgets, supplies, equipment, payroll, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Orders and procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Performs general clerical functions (e.g. scheduling, copying, faxing, scanning, data entry, filing, submitting work orders and/or requisitions, etc.) for the purpose of supporting department operations.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Performs the duties of a School Age Child Care Leader as needed for the purpose of ensuring that assignments are covered, meeting District and program guidelines, and adhering to appropriate federal, state, and local laws and regulations related to before/after school childcare programs.

- Plans, develops, and conduct in-service training, orientation programs, and staff meetings for the purpose of meeting mandated requirements and established guidelines.
- Researches and compiles information on a variety of topics (e.g. attendance, budgets, funding, etc.) for the purpose of providing information, securing alternative funding sources, and resolving issues.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information and facilitating communication among parties.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- administering first aid and/or prescribed medications;
- analyzing budgets;
- analyzing data;
- applying job-related codes, regulations, and laws;
- communicating with diverse groups;
- facilitating meetings;
- handling hazardous materials;
- interpersonal skills using tact, patience, and courtesy;
- operating motor vehicles;
- operating standard office equipment including using pertinent software applications;
- planning and managing projects;
- preparing and maintaining accurate records;
- promoting activities and/or events;
- using Microsoft Office software applications and Google based platforms;
- utilizing conflict resolution techniques.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; solve practical problems; analyze situations to define issues and draw conclusions; and understand complex, multi-step written and oral instructions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- accounting/bookkeeping principles;
- age appropriate activities/behaviors;
- basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading;
- business telephone and email etiquette;
- child guidance principles and practices, including students with learning disabilities and behavioral challenges;
- community resources;
- conflict resolution;
- concepts of grammar, spelling, and punctuation;
- cultural differences of student population;

- equipment, materials, and supplies used in child care and enrichment programs;
- instructional procedures and practices;
- interviewing techniques and practices;
- job related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of training;
- modern office practices and procedures;
- personnel processes;
- reading and writing communication skills;
- record keeping techniques;
- recreation games, crafts, special projects, and team sport activities;
- safe driving practices and methods;
- safety practices and procedures;
- school safety and security practices.

ABILITY is required to schedule a significant number of activities and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- adhering to safety practices;
- analyzing situations accurately and adopting an effective course of action;
- applying behavior modification techniques;
- building collaborative relationships;
- communicating with persons of diverse backgrounds;
- diffusing argumentative behavior;
- documenting student behavior;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- modeling appropriate social skills;
- organizing tasks;
- planning, organizing, and conducting child care and enrichment activities;
- reading, interpreting, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- supervising and disciplining students according to approved policies and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed with minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:** Three (3) years of lead or supervisory experience in an organized recreation or child care program and an Associate's degree in Early Childhood Education, Child Development or a related field including one of the following:

Completion of fifteen (15) Child Development (CD)/Early Childhood Education (ECE) semester units, with at least three (3) semester units in ECE administration; OR

Completion of fifteen (15) semester units in physical education, recreation, elementary education, human services, social welfare, with at least three (3) semester units in ECE administration.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Driver License and evidence of insurability.

First Aid and CPR Certification and maintain certification throughout employment in the classification.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**  
Exempt

**Approval Date**  
Established: 12/12/2017

**Salary Grade**  
Classified Supervisory, Range 60