

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## AFTER SCHOOL PROGRAM SUPERVISOR



### **DEFINITION**

Plan, organize and implement the operation and evaluation of all River Delta Unified School District's after school programs and related grant funded programs; train and supervise the performance of assigned after school staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant Superintendent of Educational Services

### **DUTIES:**

#### **Essential Functions:**

1. Plan, organize and implement the operation and evaluation of the after-school program and related grant funded programs, such as the Family Literacy and Direct Access grants.
2. Assure program compliance with district, state and federal laws, rules and guidelines, and quality standards.
3. Train and supervise the performance of assigned after school staff; interview and select staff; oversee transfers, reassignments, terminations, and disciplinary actions.
4. Control and authorize expenditures in accordance with established limitations; keep a budget of projected expenditures and actual expenditures.
5. Complete semi-annual attendance reports and annual evaluations reports; submit to California Department of Education.
6. Attend after school program trainings and workshops through Sacramento County Office of Education, California Department of Education and other agencies or organizations.
7. Maintain and oversee all communication between the after-school program and the community.
8. Develop and maintain district policies for the after-school program related to attendance and behavior.
9. Work with staff and parents to ensure the safety of all students.
10. Work with principals and everyday staff to coordinate after school activities with regular day activities.
11. Provide annual report to River Delta School Board and community organizations such as, city/town councils and service groups.
12. Research and implement best practices for after school programs.
13. Substitute for After School Program Site Coordinator in their absence

### **QUALIFICATIONS**

#### **Knowledge of:**

Basic knowledge of computers, including word processing, spreadsheet programs and researching on the internet.

Effective oral and written communication skills.

Effective interpersonal skills, using tact, patience, and courtesy.

Effective public speaking skills.

**Ability to:**

Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work creatively and independently with little direction.  
Meet schedule and timelines.  
Plan and organize work.  
Prepare comprehensive narrative statistical reports.  
Manage a variety of reports and files related to assigned activities.  
Maintain consistent, punctual, and regular attendance.

**POSITION REQUIREMENTS**

**Experience:**

Must have a bachelor's degree or AA/AS degree preferred with ECE units.  
Two years related experience.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office, School setting, work closely with others.

**Physical Conditions:**

Essential and marginal functions may require maintaining the physical condition necessary for sitting and standing for prolonged periods of time.

**JOB PROFILE:**

Annual Contract: 12 months  
Classified Salary Schedule: Range 19  
Board Approved: October 10, 2023