



PERSONNEL COMMISSION

Class Code: 5056
Salary Range: 29 (S1)

PROGRAM SUPERVISOR – SPECIAL PROJECTS

JOB SUMMARY

Under general supervision, participate in the planning, organization and coordination of assigned program activities and operations; oversee the daily program operations of a high school site or several assigned elementary, middle or K-8 program sites; participate in the development and implementation of program directives, policies and procedures; train and supervise assigned site 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.

- Participate in the planning, organization and coordination of assigned program activities and operations; oversee the daily program operations of a high school site or several assigned elementary, middle or K-8 program sites. **E**
- Conduct regular site visits to assure site compliance with applicable laws, codes, rules and regulations and observe and evaluate operations and activities. **E**
- Train and evaluate the performance of assigned program staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Design non-academic enrichment activities for students such as recreational activities, arts and crafts and a variety of games; provide periodic staff development sessions for program enrichment activities for program staff. **E**
- Serve as a liaison with outside agencies regarding creating and scheduling non-academic enrichment activities and classes; assist sites with developing schedules of events and activities; review and approve site activity schedules. **E**
- Perform program community outreach services; contact partner agencies to establish collaborative relationships and increase program awareness and community involvement; confer with partner agencies to develop strategies to enhance program opportunities. **E**
- Participate in the development and implementation of program goals, directives, policies and procedures; provide recommendations to the program management regarding assigned functions and sites. **E**
- Provide assistance to site program staff with coordinating activities, resources and information between school site administrators, teachers, partner agencies and program personnel to assure smooth and efficient delivery of services and daily operations and meet the needs of students. **E**

- Develop public relations strategies and marketing tools to effectively promote grant and program activities and objectives; develop and distribute promotional items, bulletin boards, posters, banners, flyers and newsletters; prepare and deliver oral presentations to promote assigned programs and related services. ***E***
- Develop standard operating procedure and policy manuals for program site staff; develop parent handbooks. ***E***
- Schedule, organize, attend and participate in a variety of meetings, in-service trainings and conferences related to program services and activities; serve on a variety of committees as assigned. ***E***
- Maintain and direct the maintenance of a variety of records and files related to program services and activities including mandated grant records, program evaluations, inventory and enrollment forms; prepare reports as requested. ***E***
- Oversee the preparation, distribution and collection of program evaluation assessment and satisfaction surveys. ***E***
- Oversee the inventorying and ordering of site supplies and equipment; assist with monitoring assigned budgets and controlling program expenditures. ***E***
- Communicate with administrators, students, parents, community resources and outside agencies to exchange information, coordinate activities and resolve issues or concerns. ***E***
- Provide guidance and assistance to partner agency representatives. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***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

Incumbents participate in the planning, organization and coordination of activities and operations of an assigned program such as the Winners Reaching Amazing Potential (WRAP) after-school program. Incumbents conduct regular site visits to assure site compliance with applicable laws, codes, rules and regulations and observe and evaluate operations and activities. Incumbents typically oversee the daily program operations of a high school site or several assigned elementary, middle or K-8 sites, and supervise and evaluate the performance of site program staff.

Positions in this classification are funded through grants. Program continuation is subject to continued funding through designated grants.

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:

Current theories and practices of child development.
Program development techniques.
Requirements of maintaining a student center in a safe, clean and orderly condition.
Child guidance principles and practices.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Policies and objectives of assigned program and activities.
Operation of office equipment including a computer and assigned software.
Diverse academic, socioeconomic and ethnic backgrounds of students.
Budgeting practices regarding monitoring and control.
Oral and written communication skills.
Principles and practices of supervision and training.
Public speaking techniques.
Public relations techniques.

Ability to:

Participate in the planning, organization and coordination of assigned program activities and operations.
Develop public relations strategies and marketing tools to effectively promote program activities and objectives.
Plan, develop and implement program and activities, events and academic and recreational enrichment components.
Communicate effectively both orally and in writing.
Coordinate services and activities to recruit, retain and meet the needs of students.
Compose correspondence and written materials.
Work independently with little direction.
Monitor and control assigned budgets and expenditures.
Train and evaluate the performance of assigned staff.
Maintain records and files and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Maintain current knowledge of program rules and regulations.
Meet schedules and timelines.
Learn to perform first aid and CPR.
Operate office equipment including a computer and assigned software.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree including coursework in child development, education or a related field.

Experience:

Two years of experience working with school-aged children in a before or after school enrichment program setting or community organization including some experience overseeing the work of staff engaged in the delivery of program services.

Up to two years of additional experience may substitute on a year for year basis for the required education.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification.

WORKING ENVIRONMENT

Office and classroom environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and deliver oral presentations.

Climbing ladders to store and retrieve program supplies and materials.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects.

Pushing and pulling snack carts.

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: 6/17/2004

Revised: 6/14/2007

Revised 7/11/13