

**POSITION DESCRIPTION**

**TITLE:** 21<sup>st</sup> CENTURY ASSISTANT PROGRAM SUPERVISOR

**TYPE:** Supervisor  
Exempt

**REPORTS TO:** 21<sup>st</sup> Century Program Supervisor

**POSITION SUMMARY:**

The primary purpose of this position is to assist the Program Supervisor to implement and monitor a comprehensive after school activity program for District students in compliance with the provisions of the 21<sup>st</sup> Century Program grant. The Assistant Supervisor will be in charge of the day to day operations of the program and supervision of the staff at the designated site(s).

**MINIMUM QUALIFICATIONS:**

1. Minimum age 18 years.
2. High School Diploma or equivalent.
3. Background and Criminal History Clearance.
4. Experience working in a school setting or with youth programs.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, Spanish, and/or Russian, as applicable.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Knowledge of effective student behavior management methods.
10. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Coordinates 21<sup>st</sup> Century programs for students and/or parents at designated sites through collaboration and coordination with staff, students, parents/guardians, and identified community partners.
4. Assists in recruiting and hiring of staff at designated sites.
5. Supervises, directs, and evaluates assigned staff and volunteers at designated sites.
6. Recruits volunteers at designated sites.
7. Maintains attendance records for students and/or staff.
8. Promotes program activities among students and parents.
9. Schedules activities and locations within designated sites.
10. Communicates with site administration and staff regarding program activities and issues.
11. Monitors classes, program activities, and program operations to ensure effectiveness, efficiency, and safety.

12. Determines needed materials, equipment, and other resources and submits requests.
13. Manages student behavior issues as needed, takes appropriate action, and contacts parents.
14. Develops and submits reports as required by supervisor.
15. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all department employees.
16. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
17. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
18. Assists parents and community members as needed.
19. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
20. Complies with professional development activities as required by the District.
21. Actively seeks out and participates in professional development activities designed to improve professional competence.
22. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
23. Holds expectations for high performance of self and supervised staff.
24. Assesses results of performance for improvement on a regular basis.
25. Demonstrates computer literacy and operates software programs as related to job responsibilities.
26. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
27. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
28. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
29. Adheres to the same ethical standards as outlined in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
30. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and/or Designated First Aid Provider.
6. Required to obtain Food Handlers Card.
7. May serve as Site Supervisor at designated site(s).
8. Occasionally performs other duties as required by supervisor.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 195 days, subject to change. May include extended hours or days as directed. Salary and benefits and working conditions as determined by District Board.

**EVALUATION:**

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date