



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CDC SCHOOL AGE PROGRAMS LEADER

DEPARTMENT/SITE:	CHILD DEVELOPMENT CENTER	SALARY SCHEDULE:	Classified Salary Schedule (Group 1/Group 15)
		LEVEL:	Range 34
		WORK YEAR:	12 Months
REPORTS TO:	CDC SCHOOL AGE PROGRAMS	<u>DATE CURRENT JOB DESCRIPTION APPROVED:</u>	
SUPERVISOR		Board of Education effective:	10/10/2024

JOB GOAL/PURPOSE:

Under the supervision and direction of the CDC School Age Programs Supervisor, leads and oversees on-site Child Development Center (CDC) programs including before and after school childcare, summer programs, enrichment programs, academic clubs, and band for school-aged children Kindergarten to 6th grade and regional Jumpstart program. The incumbents in this classification supervise on-site staff and provide students with developmentally appropriate, interactive, and engaging educational and recreational experiences before and after school, during breaks, and summer; and provide the school community with CDC services which directly support student learning.

DISTINGUISHING CHARACTERISTICS:

The CDC School Age Programs Leader serves as a lead, in the implementation of before and after school, school break and summer programs for children Kindergarten to 6th grade and regional Jumpstart program, including responsibility for the day-to-day operations of the childcare program and supervision of enrichment programs, academic clubs, and the band program.

The CDC School Age Programs Supervisor supervises and coordinates CDC programs including before and after school care, break and summer programs, enrichment programs, academic clubs, and band program for children kindergarten to 6th grade and regional Jumpstart program at multiple sites and a large staff.

The CDC School Age Programs Instructor carries out the supervision of school-aged students and implements meaningful before and after school, school break and summer programs.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Maintain and oversee a positive, developmentally appropriate, organized, and safe creative childcare environment.
- Coordinate, train, and lead CDC School Age Programs Instructors, contracted enrichment vendors/instructors, and volunteers.
- Plan, organize, and implement fun learning and educational activities and curriculum that match students' interests, are theme-based, lesson plan driven, and in alignment with the district's goals and objectives.
- Supervise students while they participate in activities on the playground and in the classroom; assist

students with homework.

- Monitor and report student behavior according to established procedures; Use of proactive and positive behavior management techniques and positive discipline.
- Assist students with the use of computers, tablets, audio-visual equipment and instructional materials
- Prepare and serve snacks to students.
- Conduct staff meetings once a month, and other meetings as necessary; motivate and encourage staff to maintain a personal program of professional growth.
- Perform administrative functions such as updating website as needed, creating flyers, monitoring site supply budget, tracking supply expenditures, ordering snacks and supplies, preparing attendance and other various reports and documents.
- Maintain routine informational and operational records.
- Ensure facilities are closed properly; equipment, and supplies are properly transported, secured and/or stored.
- Report deficiencies in condition of building, grounds, and equipment.
- Promote safe practices throughout the center; hold monthly emergency disaster drills; follow District and CDC safety policies and procedures.
- Assure that sign-in/sign-out procedures are followed and confirm attendance as needed for student protection including drop-in approvals and denied requests; develop and maintain attendance rosters; ensure kindergarteners are escorted to and from school.
- Lead and supervise large and small groups of students.
- Prepare and maintain student work areas and materials.
- Act as a liaison between parents, CDC program, the program site, the school, contracted enrichment vendors/instructors and volunteers.
- Coordinate enrichment classroom reports.
- Coordinate and attend band events, academic club tests, competitions, tournaments, Information Nights, and end of the season parties.
- Assist families with CDC management systems.
- Participate in Staff Development trainings and attend required staff meetings.
- Plan, implement and assist with various programs provided or supported by the CDC.
- Maintain CDC room so that it is clean and child-friendly with attractive bulletin boards, student artwork, etc.
- Communicate all student and adult accidents and incidents to the School Age Programs Supervisor and fill out required reports.
- Administer physician prescribed medications, as necessary.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS/REQUIREMENTS:

(At time of application.)

Knowledge of:

- Appropriate curriculum as well as current developments in the fields of child development, elementary education, physical education, and recreation
- Social, emotional, and physical development of children
- Child development including the needs of school-age children; knowledge of approved and effective techniques of child supervision
- Principles of leadership and supervision
- Health and safety practices (CPR, First Aid, emergency procedures, etc.)
- CDC and District policies; applicable California Education Code
- Illness policies and procedures and mandated reporting requirements

Skills:

- Proficiency with Office Productivity Suites (Google, Microsoft Suites) and database systems
- Effectively write emails, letters, and flyers using correct English, including grammar, spelling, punctuation and vocabulary
- Strong interpersonal skills, including use of tact, empathy, patience and courtesy
- Effectively communicates verbally one on one, small or large groups, with staff, parents, and community in all types of situations
- Awareness of approved behavior modification techniques, bullying prevention, social and emotional supports

Ability to:

- Relate well and work effectively with students, parents, other staff, and administrators
- Show mature judgment
- Maintain confidentiality at all times.
- Provide an educational and recreational program for students; maintain classroom control; preserve suitable learning conditions
- Be sensitive to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds; treat each child with dignity and respect
- Manage the day to day operations of programs
- Plan and lead groups of students in a variety of activities
- Demonstrate strong communication skills, both oral and written
- Work with both general and special education students in an inclusive school age childcare environment
- Use audiovisual equipment computers, tablets, copiers, printers, laminators, label maker, cleaning supplies and appliances
- Recognize and effectively respond to the various physical, intellectual, and emotional needs of school age children and staff
- Serve as an effective role model
- Maintain composure under emergency situations and administer first aid for minor injuries and/or accidents
- Recognize child abuse and neglect and report all findings based on mandated reporting requirements
- Utilize behavior management techniques and positive discipline

EDUCATION REQUIRED:

High school diploma or equivalent. Completion of twelve (12) semester units or the equivalent in Child Development, Physical Education/Recreational Planning, Elementary Education, or related field strongly preferred.

EXPERIENCE REQUIRED:

Two (2) years of experience working with children in a group recreational, childcare, or educational setting. Supervisory experience or semester units in supervision or management desirable.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score
- Must possess and maintain current First Aid and CPR certification
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance

- Negative pre-employment drug screen test at District's expense
- Pre-employment physical exam at District's expense
- Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Classroom, playground and/or other outdoor environments
- Lift and/or carry items and/or children up to 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sit, squat, walk and stand for extended periods of time
- Dexterity of fingers for assisting children and using technology devices
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions