

## Washington West Supervisory Union Job Description

**JOB TITLE:** After School Program Supervisor

**FLSA STATUS:** Non-Exempt

**UPDATED:** FY 2014

**POSITION OBJECTIVES:** To supervise after school programs, assist in securing the building, and ensuring the safety of students during the after school hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Assist with traffic control
- Supervise students in building or on school grounds after school hours while activities and games are in session.
- Communicates with coaches, teachers and other after school personnel related to student/activity whereabouts in the building after hours.
- Supervise and assist with all home sporting events and other special events
  - Set up facilities (prepare scoreboard, set up necessary equipment, etc.)
  - Meet and greet opposing team and officials and direct them to their proper location
  - Coordinate, supervise and oversee services of other event workers
  - Issue payment to officials and event workers
  - Provide crowd and emergency management
  - Coordinate and oversee half-time functions, announcer, band, and other entertainment
  - Make announcements as necessary
  - Ensure field and/or court are in safe condition
- Secures building for after school programming (i.e. locking doors, switching phones)
- Additional duties as assigned

**SUPERVISION RECEIVED:** Reports to and is evaluated by the Principal or Assistant Principal.

**SUPERVISORY RESPONSIBILITIES:** No formal supervisory duties.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Bachelor's degree in education or other appropriate discipline, or high school degree plus four years of directly related experience, or a combination of education and experience from which comparable knowledge and skills are acquired. One year of directly relevant experience desirable and possibly required. Relevant experience working with children/adolescents. Ability to show patience respect and compassion in working with students
- Language Skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Communication & Interpersonal Skills. Ability to deal and communicate effectively with a wide range of individuals. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to handle emergency situations calmly and efficiently.

**PHYSICAL EFFORT AND STRESS:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl; climb or balance; run. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.