

AMADOR COUNTY OFFICE OF EDUCATION
EXTENDED LEARNING PROGRAM SUPERVISOR

Minimum Qualifications:

1. AA in Child Development or related field, preferred
2. A minimum of 12 ECE/CD units
3. 6 units in administration/supervision of ECE/CD programs
4. A minimum of two years experience in after-school programs, preferred
5. Knowledge of Title 5 and Title 22 regulations as it relates to after-school programs
6. Basic knowledge of nutrition and appropriate recreation activities for school-age children

Employee Reports To:
Superintendent

Job Goal:

To serve as the overall administrator to the Extended Learning Program.

Performance Responsibilities:

- Responsible for the general operation of the program, including budget preparation, provision of in-service opportunities, personnel supervision and evaluation.
- Maintain a billing and accounts receivable system to ensure program stability. Monitor monthly hours used by families for billing purposes. Prepares monthly billing.
- Enroll children in appropriate schools. Assist parents with contracts for care.
- Maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
- Develops policies and rules governing student life and conduct, develops reasonable rules for classroom behavior and procedures and maintains order in the classroom in a fair and just manner.
- Perform basic bookkeeping skills.
- Attends staff meetings and serves on staff committees as required.
- Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Utilizing budget allocations, obtain materials necessary to accomplish program goals and objectives.
- Assist Instructors in the planning and implementation of weekly lesson plans and monthly newsletters.
- Participates as an active member on local task forces and committees where childcare issues are discussed.
- Work with local agencies to assist with subsidized care for qualifying families.
- Arrange for substitutes as needed.
- Perform other duties as may be necessary to ensure program success.

Salary Level I on the Classified Management Salary Schedule.