



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Kids' Company Program Supervisor	Department: Community Education
Immediate Supervisor's Position Title: Director of Community Education	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Community Education, the Kids' Company Program Supervisor is responsible for promoting, developing, managing, implementing and overseeing the operations, programs, staff and budgets for the District's child care programs of Community Education.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">• Supervises and directs the activities of all child care personnel directly or through designated site leaders or coordinators.<ul style="list-style-type: none">a) Recruits, interviews and recommends personnel actions (i.e., discipline, discharge, promotion, performance evaluations).b) Assigns work priorities, gives work direction and conduction formal performance reviews and evaluations.c) Supports, trains and monitors staff functions and activities to assure conformance with program requirements, rules and standards.d) Interprets program guidelines, rules and provides support with optional problems and concerns.e) Monitors staff schedules, locates substitutes, and makes sure supplies are available for site activities and plans.• Plans, organizes and works closely with building administrators and other building staff concerning space usage, needs, special events, or general program activities. Assists in planning non-school day field trips and lesson plans for Kids' Company and monitors lesson plans and activities prepared by site leaders during school days.• Responds to parent questions, issues, concerns or general questions concerning the services provided for families and their children.• Assists the Director of Community Education in planning, developing, organizing, and implementing the More Than Pink program including responsibilities for promotion, recruitment of participants and sponsors, lesson planning, and program expansion.• Oversees the invoicing and monitoring of accounts receivables for Kids' Company. Monitors, tracks and makes recommendations to Director of Community Education concerning budgetary needs and requirements.• Coordinates, monitors and maintains program files and records including enrollment data, food supplies, registration data, and other information.• Performs other duties of a comparable level or type, as required.<ul style="list-style-type: none">a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.b) Attends training sessions and conferences.c) Keeps abreast of changing developments and trends related to the field.• Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Early Childhood Education, Elementary Education or related area.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of local state and federal laws/regulations as they pertain to community education programs, school aged care, and other relevant services provided by the unit. • Knowledge of supervisory fundamentals, principles and practices. • Fundamentals of accounting and their application and use in budget planning and monitoring of community education programs. • Knowledge of district administrative policies and procedures. • Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services. • Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming. • Knowledge of child care and school aged programs, operations, programming and services. • Fundamentals of computer operation and use of business productivity software/programs.
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of three (3) years of lead or supervisory experience in community education programming or related area.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Valid MN Driver's License or evidence of equivalent mobility.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Developing, formulating, evaluating and implementing child care services and programs. • Supervising, leading, delegating, evaluating the activities of a wide range of personnel. • Preparing, recommending and monitoring the budget for assigned program areas. • Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services. • Promoting, advertising and engaging in public relations activities to promote programs. • Developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with district staff, community members, district managers, and representatives of other agency's or organizations. • Developing, monitoring and evaluating school aged care services and programs. • Performing public relations activities and working with citizens and the public in problem solving and in addressing their concerns and issues within the policies and procedures of the department and the district. • Communicating concepts and ideas in writing and in group settings.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Kids' Company Site Leads	3
2	Kids' Company Leads and One-on-One Assistants	14
3	Kids' Company Aides	20
	TOTAL	37

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
	Amount of Time Spent				Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.