

Job Description

Prepared/Revised Date: **November 2019**

Job Title: **BASE Supervisor**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **040629**
 FLSA Status: **Ex - A**
 Pay Range: **L 07**

SUMMARY: Responsible for ensuring established quality standards and uniform practices for the Before and After School Education (BASE) Programs. Through routine visits and monitoring, assure sites adhere to State and District standards. Supervise and coordinate staff, operations, and activities in assigned locations. Develop and promote positive relationships with the community. Develop and provide trainings.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee the BASE Program operations in assigned locations; train, guide, mentor, evaluate, hire and discipline staff. Assist as needed at each location. Attend site meetings, parent meetings and school functions as needed. Review, approve and verify reported time worked using district time and labor system. Monitor and adjust staffing hours to comply with state or department ratios and department guidelines, including Memorandum of Understanding (MOU). On call for situations which need immediate attention.	D	25%
2. Effective implementation and administration of current CDHS Rules Regulating School-Aged Care regulations, policies, and practices regarding child care programs. Analyze data; assist in development and management of budgets and expenditures. Create, validate and submit timely state, department, and other reports as necessary. Monitor assigned sites for compliance with CDHS School-Aged Care regulations including , but not limited to, child to staff ratios, staff files, background checks, building and playground safety compliance, staff adherence to position qualifications and training hours, including first aid, CPR, and medication administration and delegation.	D	25%
3. Implement, train, and monitor uniform program quality for each BASE program, at each location. Analyze productivity practices to ensure efficiencies; audit billing and payments, CCAP billing, and misc. fees charged to individual accounts to ensure compliance with state, county, district and department policies, practices, and procedures. Suggest and implement corrections as necessary.	D	15%
4. Oversee each assigned program's disciplinary process to ensure student and staff safety. Collaborate with school administration and district personnel to determine best course of action to assist with student success in BASE. Attend parent and school meetings as needed. Assist as needed on district Reunification Team	M	10%
5. Work with Learning Services, school administrators, and district personnel to ensure each School-Aged child program is mutually supported. Meet with school special education teams to develop accommodations for BASE students on IEP's and Section 504 plans. Monitor safe food handling procedures for snack and kitchen equipment practices. Work with Nutrition Services Department staff to implement special diets for BASE students.	M	10%
6. Create and provide professional development trainings and technical support; develop and implement communications, marketing strategies and promotional items related to programs and initiatives. Create and deliver presentations to community, staff and students. Keep current on best practices by attending conferences, professional development courses, reading periodicals and trade publications.	M	5%
7. Responsible for developing, implementing, and monitoring specific departmental initiatives. Collaborate with district stakeholders regarding such initiatives and development activities, ensuring compliance with district, state and federal guidelines.	A	5%
8. Performs other duties as assigned		5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree from an accredited college or university in child care or related field preferred.
- Must meet or exceed the education and experience requirements for a School-Age Child Care Center Programs as established by the Colorado Department of Human Services:
 - Four-year college degree with a major in recreation; education with specialty in art, elementary or early childhood education; or a subject in the human service field. Copy of transcript required.
 - OR Two years of college training and 6 months (910 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of four or more children. Copy of transcript/certificate and employer letter outlining employment verification.
 - OR Three years (5460 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of 4 or more children and completion of 6 semester hours or 9 quarter hours or 40 clock hours of training in course work applicable to school age children within the first 9 months of employment. Copy of transcript/certificate and employer letter outlining employment verification.
- Minimum of three (3) years supervisory experience of multiple employees in a childcare setting.
- Any equivalent combination of education, training and experience may be considered.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Must obtain, and thereafter maintain CDHS required training hours for School-Aged Care.
- Member of National Afterschool Association, BOOST and/or Afterschool Alliance preferred.
- Ability to travel among district facility locations and into the community.
- Current CPR, First Aid, Medication Administration and Standard Precaution certificates, or must obtain within 6 months of entering position.
- Completion of applicable BASE employee trainings within 1 month of hire, must be maintain annually.
- Must successfully complete current district training for supervision of classified staff within one (1) year of entering position.

TECHNICAL, SKILLS, KNOWLEDGE & ABILITIES:

- Strong verbal and written communication skills.
- Proven leadership skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical think and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to be on call and/or respond to calls 24/7

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office suite, Google applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition & BASE Director	5028

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	BASE Site Directors	14-15	1052

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Ensure federal, state and district compliance with allocations and/or fund requirements.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	