

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
PROGRAM SUPERVISOR**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Administration	B/3/2	Exempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Program Supervisor is a standalone class. Incumbents are responsible for administering specific programs as assigned.</p> <p>Incumbents supervise the quality of assigned student programs and mentoring staff including implementing quality programs; ensuring compliance with established policies, procedures and regulations; communicating with parents and community members regarding program quality and areas of concern; developing and implementing training programs; monitoring program activities; and ensuring program is fiscally sound.</p> <p>Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.</p> <p>The Program Supervisor is distinguished from other Administration classes by its focus on the supervision and quality maintenance of assigned student programs.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Conducts evaluations for assigned programs including visiting program sites to review program quality; assessing budget and expenditure management; providing direction and guidance; overseeing licensure requirements; and ensuring compliance with established policies, procedures, and regulations.	Daily 30%	B/3
Supervises assigned student program staff.	Daily 30%	B/3
Communicates with staff, parents and community regarding areas of concern including program quality, offerings, behavioral issues, and community needs.	Daily 15%	B/2
Contributes to leadership establishment of program policies/procedures.	Weekly 5%	B/2
Facilitates meetings to improve program effectiveness with key stakeholders including program staff, parents, school-based staff, and outside agencies such as vendors, businesses, and community partners.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**PROGRAM SUPERVISOR**

**Training And Experience:**

Associate's Degree in appropriate discipline and two years experience in a directly related field are required; Bachelor's Degree in an appropriate discipline is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- As assigned, First Aid, CPR and/or Basic Life Support certification may be required;
- AZ Fingerprint Clearance Card;
- AZ Driver's License may be required based upon assignment.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Subject matter in area of assignment;
- Safety procedures;
- Facilities operations;
- Data management and research methods;
- Budgeting and accounting; and
- Management principles and policies.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Leadership and decision making;
- Counseling, conflict resolution and problem solving;
- Training;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**PROGRAM SUPERVISOR**

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

