

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Student Services Program Supervisor

BAND	GRADE	SUBGRADE
B	3	2
DEPARTMENT: Student Services	ACCOUNTABLE TO: Director/Assistant Director	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for supervising the quality of the Student Services programs and for mentoring staff under the guidance of the Director and/or Assistant Director. Duties include, but are not limited to, 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.		
DISTINGUISHING CHARACTERISTICS: The Student Services Program Supervisor is an administrative position within the Student Services Department. The Student Services is distinguished from the Director and/or Assistant Director in that it has full supervisory authority over Programs and responsibility for ensuring the quality of the Programs.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises the program staff daily.	Daily	B3
2.	Visits program sites to evaluate program quality, provide direction and guidance, and to ensure compliance with established policies, procedures, and regulations.	Daily	B2
3.	Communicates with staff, parents and community with regard to areas of concern to include program quality, offerings, behavioral issues, and needs of the community.	Daily	B2
4.	Promotes program to community and staff to ensure program participation and student involvement.	Daily	B2

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5.	Facilitates meetings with key stakeholders including program staff, parents and school-based staff.	Monthly	B2
6.	Monitors, develops and manages program budgets to ensure compliance with district policy and fiscal responsibility.	Monthly	B2
7.	Works with outside agencies (i.e. vendors, businesses, partners) to improve program effectiveness and offers a wide variety of experiences for program participants.	Monthly	B2
8.	Interviews, hires and evaluates program staff.	Monthly	B2
9.	Plans and monitors registration timeline, procedures, etc..	Monthly	B2
10.	Ensures that the program, if licensed, remains in compliance with the Arizona Department of Health Services regulations and adheres to local policy as well as state/federal requirements.	Daily	B2
11.	Works with district leadership team to establish program policies and procedures.	Weekly	B2
12.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Department of Health Service standards, if applicable;
- Basic research methods;
- Specific program policies, procedures, and legal requirements;
- Community Program Development.

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Skills (position requirements at entry):

Skill in:

- Training
- Problem Solving
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Budgeting
- Meeting Facilitation
- Leadership
- Customer Service
- Managerial Skills

Training and Experience (position requirements at entry):

Associate's Degree in Child Development, Education or a related field and two years program experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bachelor of Arts Degree in related field preferred.

Licensing Requirements (position requirements at entry):

- First Aid certification;
- Cardio Pulmonary Resuscitation (CPR) certification.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to travel.

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 11/98

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