



## Extended Day Site Supervisor Job Description

**Reports to:** K-8 Program Director

**Exempt/Non-Exempt:** Non-Exempt

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### **POSITION SUMMARY/OVERVIEW**

The Site Supervisor will be a key player in developing and implementing a multi-layered (ACES, ELOP, and CCTR) Extended Day Program. The Site Supervisor will be a part of the leadership team that supervises BTG staff in the daily operations of the program and will be responsible for implementing and overseeing CCTR and Licensing requirements. The Site Supervisor must have or qualify for an ECE Site Supervisor Credential or be eligible for a waiver. The Site Supervisor provides ongoing leadership and support to program staff, and monitors classrooms and elements of the extended day program. In coordination with the Program Director, the Site Supervisor will represent BTG at community, county and state training and collaboration meetings.

### **MINIMUM QUALIFICATIONS**

#### **Education**

- o Bachelor's Degree preferred
- o 24 ECE units

#### **● RELATED EXPERIENCES**

- o Experience working as part of a diverse staff, student, and family populations.
- o Experience working with an elementary and/or middle school population.

#### **● Knowledge, Skills, and Abilities**

- o Be familiar or be able to quickly become familiar with CCTR in general and the licensing requirements (training opportunities and technical assistance will be provided as needed)
- o Ability to manage a complex set of demands and activities at multiple sites.
- o Willingness to be trained in G Suite, Salesforce, texting apps, and other platforms.

### **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

- You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

### **ESSENTIAL FUNCTIONS**

#### **Staff Training and Program Evaluation**

- Work with the Leadership Team to provide staff development training, including CCTR progress instruments (DRDP) and Program Self Evaluation (Environmental Rating Scale)



licensing requirements, as well as program qualities that support the academic, social emotional growth and creative self expression of students.

- Knowledge of and implementation of site licensing requirements.
- Provide day-to-day support of programs and staff.
- Assist in building program systems, monitoring key elements, and implementing needed improvements.

#### **Program Logistics**

- Maintain Family Files keeping them up to date, including CCTR forms, i.e. Notices of Action, Parent Fees, and Parent Handbook etc.
- Attendance sheets, including documentation of excused absences completed on a monthly basis.
- Be part of the Leadership Team that conducts teacher meetings to discuss lesson plans, program updates, and high impact next steps, particularly as it relates to CCTR requirements.

#### **Family Communications**

- Work with staff and community organizations to coordinate parent/family training and engagement activities.
- Support the documentation of parent/family engagement, including education, conferences, and electronic correspondence.
- Ensure attendance is tracked daily and parents/families are regularly contacted regarding student attendance.

#### **Data Collection, Entry, and Analysis**

- Maintain accurate student records and data, and up to date parent/family contact information.

**COMPENSATION:** \$34-\$37/hour DOE      **BENEFITS:** Competitive

**WORK HOURS:** Schedule is approximately 10am-7pm M-F (onsite role)

#### **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

#### **ACKNOWLEDGEMENT**

**Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.**