



STATE COLLEGE AREA SCHOOL DISTRICT
HUMAN RESOURCES OFFICE
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VI-B

DATE: September 7, 2016

TO: Robert J. O'Donnell, Superintendent

FROM: Linda E. Pierce, Director of Human Resources
Shannon Messick, Community Education Manager

RE: CEEL Assistant Site Supervisor Positions

Our Community Education Extended Learning after school program has almost doubled in size this year. While we are very happy that we have been able to tailor this programming to meet district parents' expectations, this unexpected growth has caused us to analyze our staffing structure.

On average, about 85 - 90 students attend the Easterly Parkway, Mount Nittany, Park Forest, and Radio Park sites on a daily basis – and about 54 students attend the Ferguson Township and Grays Woods sites on a daily basis. Our current staffing structure includes one supervisor at each site and no additional leadership positions. Given the variety of activities that are offered to our students, the needs of some of our students, and the number of staff now needed for each program, having a second leadership position in place would improve our ability to address individual needs, coordinate resources, and provide back-up for the supervisor. Therefore, we are recommending the creation of a CEEL Assistant Site Supervisor position. A job description for this position is attached.

If approved, we plan to add the Assistant Supervisor positions based on enrollment – with a maximum of one position at each CEEL location. The cost for these positions will be funded by proceeds from the CEEL program.

We are the future!



State College Area School District

Job Description

Job Title: Community Education Extended Learning (CEEL) Assistant Site Supervisor

Effective Date: September 13, 2016

Reports to: Community Education Manager

Department: Community Education

Job Summary:

Responsible for assisting in the planning and implementation of the CEEL before and after school program.

Qualifications:

- *Education: Associate's degree required; Bachelor's degree preferred
 - *Experience: Minimum of two years related experience required; supervisory experience in a child care setting preferred
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Essential Duties and Responsibilities:

1. Establish and maintain a safe, fun atmosphere that encourages children to explore new interests, interact with peers, and build relationships with program staff.
 2. Assist in the recruiting, training, and supervision of program staff. This includes mentoring, motivating, and guiding staff.
 3. Establish and maintain communication with classroom teachers regarding student needs and other aspects of the afterschool program.
 4. Communicate with parents regularly.
 5. Assist in identifying changes and improvements to processes and procedures relating to the operation of the afterschool program.
 6. Assist in maintaining records needed for program administration.
 7. Assist in recruiting and managing community volunteers.
 8. Assist in identifying and scheduling guest speakers and special activities.
 9. Assist in planning and implementing parent involvement programs.
 10. Assist in the collection and analysis of program evaluation surveys.
 11. Assist in determining fund allocations for program expenses, track expenditures, and maintain the overall site budget.
 12. Perform other duties as assigned.
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Physical Demands:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects

- Stooping, bending, kneeling, and twisting of the body
- Ability to lift and/or carry supplies and/or papers weighing no more than 25 lbs.
- Ability to sit, walk and stand.

Work Environment:

- Typical classroom environment
- Some outdoor activities

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment
- Ability to communicate effectively
- Ability to follow written and verbal directions

I have read and understand the job description for this position. I am able to perform the functions of the position (without accommodation or with reasonable accommodation).

(Signature)

(Date)