

Communities In Schools of Northwest Michigan

Position Description

Job Title: CIS Kids Club Site Supervisor (part-time 15-20 hours/week)
Department: Field
Reports To: CIS Program Manager
FSLA Status: Non-Exempt

SUMMARY

Responsible for overall planning and managing of Communities In Schools (CIS) Afterschool Program at the school site.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Successfully assist in designing, developing and managing a comprehensive program, utilizing the CIS Model, that leads to positive outcomes for participating children and their families.
- Develop and maintain a safe, supportive learning environment in which children thrive.
- Work as a team with CIS Administration; school personnel (including principal, classroom teachers and other school-day staff); program leaders; parents; and corporate and community volunteers.
- Actively participate in staff development workshops that are designed to contribute to personal and professional growth.

MAJOR RESPONSIBILITIES AND DUTIES

Programs and Activities

- Implement CIS Afterschool Program utilizing CIS developed curriculum that includes academic support/enrichment, Social Emotional Learning, physical/recreation, and enrichment activities.
- Align specific program activities and goals for student's academic needs.
- Develop lesson plans based on the CIS developed curriculum for all activities with directions and supplies.
- Daily supervision of site staff with support from the Program Manager.
- Ensure program policies and procedures are implemented and assist CIS Administration in evaluating policies.
- Work with CIS Administration and school officials on student recruitment and retention efforts.
- Meet with students, teachers and parents as necessary to communicate student needs.
- Assist with instructing and supervising students and overall care and supervision of children.
- Keep CIS Administration and school leaders informed about program.

Student Behavior

- Be familiar with school policies & procedures, incorporate school policies, language, and behavior model into program.
- Reinforce behavior expectations as outlined in the CIS Kids Club Program handbook.
- Ensure staff understand and reinforce the behavior expectations, policies, and procedures.
- Address behavior concerns and implement discipline policy when necessary.

Inventory

- Maintain all site supplies and inventory.
- Request purchase of materials to support activity implementation.
- Prep supplies/materials daily prior to program implementation.

Food Services

- Coordinate with food services to provide daily snacks/meals to students.

- Set up a communication system to provide feedback from students regarding snack/meal choices.
- Maintain accurate snack/meal records and turn in to food services for reimbursement.

Program Staffing & Community Volunteers

- Assist CIS Administration in recruiting staff.
- Daily supervision of CIS After School Program staff at site.
- Ensure that team members share the same vision and goals.
- Assist in evaluating staff performance.
- Assist in providing resources and tools for all team members.
- Develop weekly staff schedule.
- Follow CIS volunteer policies when utilizing volunteers in program.

Date & Evaluation

- Track student attendance.

Professional Development

- Attend required conferences and training sessions.

Health & Safety

- Maintain the safety of site and students through implementation of Michigan Out-of-School Time Standards and Child Care Licensing.
- Perform routine first aid and seek assistance for serious illness/injury.
- Utilize child care licensed spaces.
- Ensure sufficient students ratios and group sizes.

Marketing & Public Relations

- Follow CIS marketing policies for proper logo use and branding standards.
- Develop and submit content to share through various communication sources (i.e. social media, school newsletter, etc.).
- Maintain a positive CIS image. Understand and demonstrate the mission and goals of CIS.

The above statements describe the general purpose and responsibilities assigned to this job and may not include all required responsibilities, duties and skills.

QUALIFICATIONS

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.

Aside from having experience in working with school-age children, effective written and verbal communication skills and familiarity with local health and human service agencies a site coordinator must possess the knowledge, skills and personal attributes needed by entry-level professional to support the critical features of positive youth development settings. These core competencies are as follows:

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and shows professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.

EDUCATION and/or EXPERIENCE

Associate Degree or demonstrated relevant equivalent experience in education, social work or related field or Child Development Credential; minimally meet Child Care Licensing Site Supervisor qualifications:

- Be at least 19 years of age
- Have earned a high school diploma, GED, or equivalent
- Have 480 hours of experience working as a child care staff member in a program serving school-age children
- Have completed 15 clock hours, 1 semester hour, or 1.5 CEU's of documented school-age training.

LANGUAGE SKILLS

Excellent verbal and written communication skills. Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations. Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.

WORK ENVIRONMENT

The position is located at East Jordan Elementary School. Regular and satisfactory attendance and punctuality are required.

Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.

Criminal background check required.