



**Children's Service  
Society of Utah**

Kinship Care · Adoption · Caregiver Support

## Job Description Form

**Position Title:** Extended Care Classroom Supervisor **Pay Rate:** \$21

**Program:** Utah Community Action Contract

**Reports to:** CSS Administrative Assistant

**FLSA Status:** Hourly

**EEOC:**

**General Summary:**

Supervise the teachers and oversee the development of lesson planning.

**Essential Job Functions:**

**General Office Duties:**

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled and when possible.
- Develop and maintain efficient relationships with CSS and any other partners involved.
- Correctly fill out and submit agency, and program paperwork in a timely manner.
- Maintain & Update outlook calendar and inform supervisor of schedule changes and needs
- Communicate with co-workers and team members in a positive, respectful and professional manner. Be willing to work on good communication techniques, team-building techniques and other ways to improve the CSS team
- Keep personal use of time to a minimum. Follow CSS policies and procedures, dress appropriately, and represent the agency in a positive manner
- Respond to all agency, parent and community inquiries and complaints in a timely manner, seeking guidance from CSS administration and UCA Adult Education Coordinator as needed.
- Assume other duties and responsibilities as assigned by and agreed to with the CSS – UCA Adult Education.

**Utah Community Action Extended Care Classroom Operation Duties:**

- Supervise the teachers and oversee the development of lesson planning.
- Ensure teacher coverage for classes held Monday through Thursday from 1:00-6:00. 1:00-2:30 will be planning and set-up, and 2:30-6:00 will be with children.
- Ensure that teachers mark attendance and meal tracking forms and submit those to the ADED at the end of the month
- Report attendance issues to the Family Advocate and they will work with the family to resolve the issue.
- Work with the Adult Education Coordinator if classroom issues arise.
- Collaborate with the Head Start Utah Community Action Adult Education Coordinator to maintain coverage for the classroom
- Maintain program attendance/ratios at appropriate levels.
- Ensure licensing rules are followed at all times.
- Create an emergency plan communication.

**Knowledge, Skills, and Abilities:**

- Knowledge of CSS services, Policies & Procedures Manual and Employee Training Manual.
- Knowledge of Utah Childcare Licensing requirements and meets at least minimum requirements for a

center director.

- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication.
- Ability to communicate with employees and business contacts in a professional, courteous manner.
- Ability to work independently and also in a team environment.
- Ability to organize multiple work assignments and establish priorities.
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations.
- Ability to pay close attention to detail and to ensure accuracy of reports and data.
- Ability to make sound decisions using available information while maintaining confidentiality.

**Education and Experience:**

**Requirements:**

Associates or similar education, early childhood education preferred. Two years of child care experience and 2 years of supervisory experience.

And

Excellent English verbal and written communication skills, and the ability to evaluate and solve problems in a professional manner. Bilingual preferred.

**Other Requirements Include:**

Behavioral Characteristics: Welcoming, Nurturing, Determined, Hopeful, and Genuine.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
<b>Seeing:</b> Must be able to read computer screen and various reports				X
<b>Hearing:</b> Must be able to hear well enough to communicate with employees and others				X
<b>Standing/Walking</b>			X	
<b>Climbing/stooping/kneeling</b>			X	
<b>Lifting/pulling/pushing</b>		X		
<b>Fingering/grasping/feeling:</b> Must be able to write, type, and use phone system				X

**Note:** The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**Updated 09/21/2021**