



JOB TITLE: Expanded Learning Field Supervisor

STATUS: Full-Time Exempt

JOB CODE: FS-1018

DATE: July 2021

The Field Supervisor of Imprints Cares Expanded Learning Program is responsible for supervising Site Supervisors with indirect supervision of staff in overseeing daily operations. Expanded Learning provides onsite before and after school programming at schools ensuring students a smooth and safe transition to and from their classrooms. As a member of the Expanded Learning leadership team, the Field Supervisor will support students' learning while promoting social and emotional development. This position is responsible for ensuring that students enjoy the benefits of a safe and nurturing environment that encourages growth and enrichment for success in school and in life.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

SUPERVISION:

Responsible for direct supervision and mentoring of assigned Site Supervisors.

Provide training and support to ensure high quality standards are being met.

- Train and on-board all new site supervisors.
- Be available for after-hours assistance as needed.
- Observe program facilitation regularly, meet with staff to make suggestions for improvement, and provide praise on good performance.
- Cultivate Site Supervisor professional growth by offering continuing education and increased leadership opportunities in the field.

BEFORE/AFTER -SCHOOL SITE OPERATIONS:

Responsible for visiting schools within every 10 days.

Daily Operational Expectations:

- Ensure all sites are properly staffed.
- Order supplies and snacks for sites.
- Insure delivery of supplies and snacks to the Before/After School Sites.
- Work closely with the Expanded Learning Summer Camp Coordinator in the development of Enhanced After School Programs such as Fun Fridays, off-campus Field Trips, Guest Artists, etc.
- Communicate with all staff regarding agency expectations, policy updates, and administrative deadlines.
- Communicate with parents who have general questions or concerns via in-person meeting, phonecall, text message, or email.
- Monitor and inventory all electronic devices used at school sites

- Assist in the supervision of the supper program at participating schools

ADMINISTRATIVE RESPONSIBILITIES:

- Assist in the hiring and evaluation of Expanded Learning staff.
- Provide feedback to the Assistant Director regarding staff under his/her direct supervision, and recommendations regarding staff performance.
- Assist in making policies and quality related standards for Expanded Learning and summer camp.
- Review all injury and discipline reports as they occur and ensure agency protocol is followed regarding injury and discipline matters.
- Communicate effectively with students, staff, parents, school personnel, and outside agencies as needed to injury and discipline matters.

COMMUNICATION:

- Strong interpersonal communication skills. Able to effectively interact and communicate with a wide range of people including students, parents, colleagues, school leadership and support staff, PTA staff, and Imprints Cares leadership.
- Comfortable having difficult conversations, receiving advice and effectively communicating in a professional and timely manner.
- Promotes and advocates fundraisers and outreach events.

SUMMER CAMP:

- Assist in development and implementation of camp programming and procedures.
- Assist in creating weekly themes with activities.
- Assist in Field Trips.
 - o Oversee all activities and scheduling of space needed.
 - o Handle all incidents that occur at camp.
 - o Communicate with parents openly and regularly.

GENERAL:

- Advocates the mission of Imprints Cares and represents the organization in a professional manner.
- Team player but also adept at working independently, meeting job specific expectations and timelines.
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MINIMUM QUALIFICATIONS:

Bachelor's Degree preferred or Two-year Child-Development Degree with Commensurate Experience

REPORTING RELATIONSHIP:

The Expanded Learning Field Supervisor will report directly to the Expanded Learning Assistant Director, with an extended reporting relationship to the Expanded Learning Director.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.