

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

**POSITION:** After School Program Supervisor

**IMMEDIATE SUPERVISOR:** Assistant Superintendent of Curriculum & Instruction

**FLSA STATUS:** Exempt

**EMPLOYMENT** January 22, 2018 until May 25, 2018-

**SALARY:** Pursuant to WV Code §18A-4-2, and §18 A-4-3

**EVALUATION:** Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

**PERFORMANCE RESPONSIBILITIES:**

- Provide physical activity to reduce sedentary behaviors in elementary and middle school children as well as promoting healthy life styles.
- Supervise and ensure quality after school programming for elementary and middle school students.
- Supervise volunteers support to ensure positive and constructive interactions.
- Provide an academic supportive environment for students to include direct academic and homework support related to Jefferson County Schools curriculum.
- Provide support for families to expand academic and fitness related activities.
- Provide nutritious daily snacks.
- Maintain communication and support for families to decrease identified risk factor in the Bright Bytes early warning system for identified and served students.
- Provide students and families with a weekly activity plan and calendar
- Monitor identified “At Risk” students by collaborating with Jefferson County School personnel at least every 9 week marking period to extract at-risk data from Bright Bytes for all participants in comparison to entry baseline data.

**Requirements:**

School/Education administrative experience preferred, professional college degree required. Current Jefferson County School professional employee. Employment contingent upon student enrollment

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.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities

required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess, supervision of outdoor activities and athletics, and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums, outdoor athletic fields, as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*