

# DAVIS JOINT UNIFIED SCHOOL DISTRICT

## *JOB DESCRIPTION*

Position Title:

Range 30
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### **Student Success and Program Supervisor**

Basic Function:

Under the direction of the site Principal the **Student Success and Program Supervisor** will oversee, coordinate, and plan intervention programs serving target student population. Work collectively with community, parents, district and site stakeholders to increase academic achievement and access to school and community resources for target student population by facilitating positive school, parent, and student relationships in order to: 1.) Increase positive academic behaviors, parent/guardian engagement and members' academic achievement 2.) Develop positive attitudes/youth development indicators. 3.) Provide positive supports and opportunities for students

Essential Functions:

1. Recruit, interview and train prospective qualified tutors, from a broad and diverse ethnic/demographic base (reflective of DJUSD), from a variety of agencies (including UCD). Appropriately assign tutors according to education, interests and abilities at the beginning of each semester for tutorial assignments.
2. Provide and coordinate the comprehensive training (a minimum of 3 days) of University tutors according to established guidelines and practices.
3. Lead professional development and staff meetings for tutors, and some training for site staff.
4. Work collaboratively with the Human Resources and University staff to insure that District guidelines are followed as staff is hired and that procedures for volunteers are followed and University Work Study requirements are fulfilled.
5. Collaborate with the UCD Work Study Program to maintain supply of UCD tutors; responsibilities include but are not limited to: coordinate timesheets, track tutor hours, monitor awards received, and verify records with Work Study program. Track, verify, and send employee time sheets to UC Davis Work study department for payroll processing on a bi-weekly basis.
6. Coordinate with DJUSD E.L. program leadership to provide bilingual tutors for students enrolled within the program.
7. Meet with school site teachers, counselors and administration to discuss peer tutor recruitment and requirements to meet student needs.
8. Report program evaluation to stakeholders on an annual basis, which will include information regarding ongoing needs/interests of students, parents, and school staff, student progress and program revision proposals to meet emerging needs/interests.
9. Update staff handbooks, training materials, job descriptions, employee contract, and employee forms as needed.
10. Work collaboratively with the Educational Services staff to select appropriate standards-based curriculum and assessments.
11. Work collaboratively with the Business Services staff and categorical programs personnel to maintain an effective program and manage program budget.
12. Make recommendations to the site Principal for shifting funding sources as necessary to optimize students' services and to sustain the program's self-supporting status.

13. Works with the Educational Services staff and vendors to purchase curricula and supplemental materials as appropriate.
14. Works with Educational Services staff to choose assessments suitable for the content areas and takes all necessary steps to implement the assessments into the program per program design and requirement(s).
15. Manages all aspects of the after-school program, ensuring a quality educational and youth development experience for all participants
16. Identifies target students and invite their participation into the program based on teacher, staff, and administrator recommendation and program entry qualifications
17. Purchases and prepare snacks/ meals for activities as needed and completes all necessary nutrition services forms on a daily and weekly basis
18. Builds strong relationships with parents by leading parent orientations and meetings (ideally in English and Spanish).
19. Develops and maintains a strong relationship with school staff.
20. Collaborates with school and district staff and other program coordinators to ensure the programming is aligned with the mission of the school and district.
21. Plans and coordinates enrichment programing following guidelines set by program grants and/or district
22. Outreach, build, and maintain relationships with outside agencies, groups, and community groups
23. Performs other duties as required to accomplish the objectives of the position.

Demonstrated Knowledge Of:

Principles, methods and practices related to program development, advocacy, goals and objectives.  
Effective teaching methods and curriculum development and the ability to design programs to meet the learning needs of elementary school students  
Educational and tutorial programs.  
Effective oral and written communication skills  
Principles and practices of supervision and training.  
Applicable policies and practices.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

Demonstrated Ability To:

Be visible on campus and meet with teachers, department chairs, and principals.  
Provide direction to others and take action(s) in alignment with site goals.  
Meet deadlines, keep and maintain accurate records.  
Communicate with individual or varied cultural, ethnic and educational backgrounds.  
Identify and resolve problems.  
Function effectively in stressful situations  
Commitment to bettering the life outcomes of low-income young people  
A demonstrated ability to coordinate, inspire, and motivate others  
High level of communication skills, both written and oral  
Energy, leadership skills, strong initiative, ability to motivate through positive reinforcement

Education Required:

A Bachelor's degree in human services, education, child development, ethnic studies, community development, psychology or related field preferred.

Experience Required:

Bilingual – Spanish  
Successful experience working in an educational setting.

Experience Preferred

Successful supervisory experience

Working Conditions

Office and classroom setting. Significant physical abilities include balancing, reaching and handling, manual dexterity, talking/hearing conversations and other sounds with or without aids, near and far visual acuity/depth perception with or without visual accommodation.