

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
Human Resources Department

SITE SUPERVISOR ON SPECIAL ASSIGNMENT

JOB SUMMARY

Under the direction of the assigned supervisor, the Site Supervisor On Special Assignment organizes and participates in the implementation of the Raising A Reader program.

QUALIFICATIONS

Required:

1. A valid Child Development Site Supervisor Permit.
2. A valid California driver's license.
3. Valid First Aid and CPR certification.

DESIRABLE

1. Two years experience in early childhood education.
2. Bilingual (Spanish/English) competency.

KNOWLEDGE AND ABILITY

1. Knowledge of principles, theories, methods, techniques and strategies pertaining to early literacy.
2. Knowledge of budget processes.
3. Knowledge of community-based organizations, educational agencies, law enforcement agencies, other local, state and federal agencies, and private organizations and businesses that either are or could be involved with the assigned program.
4. Knowledge of SLOCOE programs and services.
5. Ability to plan, implement and coordinate activities and procedures designed to ensure a successful program.
6. Ability to develop, adapt, implement and assess the program.
7. Ability to seek appropriate resources for the program.
8. Ability to create and maintain a strong cooperative working relationship with other agencies, institutions of higher learning, committees, boards and interested groups and individuals.
9. Make presentations to school staff, community-based organizations, the business community and others who are interested in and may be of assistance to the program.
10. Ability to communicate effectively verbally and in writing sufficient to express ideas, thoughts, lesson material and instructions clearly to programs, the community and staff.
11. Ability to utilize creative ideas and descriptive language in promoting the program and expressing a view point or policy position.
12. Ability to drive a car.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Plan, organize and participate in the implementation of an assigned instructional program or activity.
2. Coordinate and integrate program activities for assigned program.
3. Design and procure materials and supplies for the program.
4. Schedule and monitor implementer activities.
5. Provide and facilitate staff and volunteer training in areas related to the program.
6. Assist in the development of the program and/or grant application budget and expenditure control process.
7. Collect and compile data required for the preparation of reports.
8. Prepare and write reports as needed.
9. Work with collaborators including community groups and organizations and institutions of higher learning in the planning and implementation of the program.
10. Make recommendations to administrators regarding the program.
11. Prepare written communications and promotional materials regarding the program.
12. Serve as liaison to the community and agencies regarding the program.
13. Perform related duties as assigned.
14. Drive a car.

PHYSICAL REQUIREMENTS for this position are, but not limited to, the following:

1. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
2. Facility and stamina to sit and stand alternately for up to 7.5 hours.
3. Facility to see and read lessons, books, rules, policies and other printed matter, with or without vision aids.
4. Facility to hear and understand speech at normal room levels, at school sites, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone, and operate audio-visual and other classroom equipment and teaching aids using both hands.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, at school sites, in training sessions and other meetings.
7. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk on uneven terrain, to climb stairs, and to reach overhead.
8. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted:	Revised:
Accountability for time:	Supervisor
Tasks assigned by:	Supervisor
Evaluated by:	Supervisor
Hiring Authority:	Supervisor