

**DISTRICT SUPERVISOR II
(Community Services/Athletics/Facility)****DEFINITION:**

Under the general direction of the Assistant Superintendent, Instructional Services. Direct, plan, manage and supervise all functions of City Recreation Opportunities and Community Services Department; assist with management and oversight of District Athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement, manage and supervise a community services program and a before-and-after-school child care program, including preschool, within the school district.
- Work with the various organizations and municipalities to promote optimum community services opportunities for students and adults.
- Coordinate, manage, and provide oversight for summer athletic conditioning program.
- Work with school administrators in the operating and management of high school athletic programs, including applicable sports budgets, certification training, facility usage, and program oversight.
- Maintain liaisons with community and municipal organizations in matters relating to Community Services activities.
- Serve as liaison with the District Community Services Advisory Commission.
- Prepare the department budget.
- Assign, supervise and evaluate personnel; enforce District policies and work rules; recommend employment and all other personnel actions involving the full and part-time employees of the Community Services Department.
- Provide oversight of district facilities.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Plan, organize and direct complex high school athletic operations, community services and programs; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Ability to:

Plan, organize and direct school operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships; demonstrate effective leadership; manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision, and manage multiple tasks.

Experience:

Five years' experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Master's degree from an accredited college or university.

Page Two
District Supervisor II (Community Services/Athletics/Facility)

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials/Certificates:

Possession of a valid California Driver's License. Valid California administrative credential.

Board Approved: September 11, 2012
Revised & Approved: September 10, 2013
Revised & Approved: October 8, 2013