



Job Description - Position Profile

Position Title: ELP Site Supervisor

Reports To: Program Manager

Classification: Hourly

Position Summary:

Assists with the supervision and coordination of the BRIDGES staff at the designated school/program site. Assists in the planning and provision of academic enrichment activities and the monitoring of student progress. Collaborates with program evaluators and performs all essential duties related to the BRIDGES program implementation at the assigned site.

Primary Responsibilities

- Supervises the collection of data and submits to the appropriate staff.
- Assists with the supervision and evaluation of designated staff, collects staff monthly time sheets and maintains current information for staff personnel files.
- Coordinates all purchases for program implementation.
- Coordinates the supervision of students during academic enrichment and prevention activities.
- Collaborates with Academic Coaches to monitor student progress and to assign academic weekly tutoring duties.
- Conducts student assessments and evaluations including all intervention pre and post tests.
- Supervises the planning and implementation of academic enrichment and prevention activities designed to promote student and family involvement.
- Attends meetings and workshops at designated schools to promote communication with teachers and administrators.
- Documents student progress and reports to appropriate school personnel.
- Develops reports as required by funding source.
- Provides training and professional development to designated staff.
- Performs all other duties deemed necessary to maintain program quality.



Job Description - Position Profile

Knowledge, Skills and Abilities:

- In order to perform the job successfully the individual must have experience in youth development programming.
- Applicants must be skilled in verbal and written communication.
- Should have knowledge of student achievement goals, educational curriculum, and assessment data.

Qualifications:

- Applicants must possess a valid driver's license.
- A minimum of a B.S. degree in Education, Social Work or related field required.
- Master's degree preferred.
- Experience in academic, prevention, and educational services are essential.

Essential Functions/Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date