

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
AREA OUT-OF-SCHOOL PROGRAM SUPERVISOR
(UNCLASSIFIED)

A. Primary Function

Supervises and assists in coordinating enrichment and/or recreation programs in District out-of-school program sites at elementary and secondary schools and educational complexes on a part time basis.

B. Typical Duties

1. Supervises and assists in coordinating enrichment and/or recreation activities at out-of-school program school sites.
2. Evaluates the effectiveness of out-of-school program personnel and organized program activities by on-site observation.
3. Schedules and supervises games, tournaments, meets, and other special activities.
4. Interprets policies and procedures for subordinates.
5. Participates in developing community interest in enrichment and/or recreation activities.
6. Assists in planning and conducting in-service training sessions and in selecting out-of-school program personnel.
7. Assists in the procurement and distribution of recreation supplies and equipment.
8. Performs related duties as assigned.

C. Distinguishing Characteristics

An Area Out-of-School Program Supervisor organizes, schedules, supervises, and evaluates enrichment and/or recreation programs at out-of-school program school sites. Part-time (not more than 139 hours per pay period) positions in this class are in the Unclassified Service. Full-time positions are in the Classified Service.

A Regional Recreation Director plans, develops, and implements community enrichment and/or recreation activities and programs for grades kindergarten through twelve; serves as a resource person to various groups and District personnel; and may plan, develop, and coordinate a District-wide sports, special events, or recreational programs.

A Traveling Out-of-School Program Supervisor supervises the enrichment and/or recreation programs of either an educational complex or elementary or secondary schools within a region.

An Out-of-School Program Supervisor or a Senior Out-of-School Program Supervisor directs enrichment and/or recreation activities at an out-of-school program school site.

D. Supervision

General supervision is received from a Regional Recreation Director. Supervision is exercised over Traveling Out-of-School Program Supervisors and Playground Program Specialists.

E. Qualifications

1. Knowledge of:
Principles and methods used in organizing enrichment and/or recreation activities.
Rules, equipment, and materials for a variety of enrichment and/or recreation activities.
Methods of assessing out-of-school program needs of specific communities.
Safety considerations in the organization and operation of enrichment and/or recreation activities.
Enrichment and/or recreation interests of the communities served.
2. Ability to:
Coordinate a variety of enrichment and/or recreation programs.
Recruit, train, and supervise out-of-school program personnel.
Exercise good judgment in emergency situations.
Travel to other District sites and locations. Mobility to traverse all areas of the work site.
3. Education
Graduation from high school or evidence of equivalent educational proficiency.
4. Experience
Nine months of experience in conducting out-of-school programs, including three months of supervisory experience over Out-of-School Program workers.
5. Special Requirements
A valid Red Cross First-Aid Certificate must be obtained within 90 days after employment begins.

JRT