

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MAY 2011
SALARY SCHEDULE: #85
RANGE: CM 18.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8

AMERICORPS PROGRAM SUPERVISOR

DEFINITION

Under direction of the Coordinator, will oversee regional aspects of the School Community Partnerships- AmeriCorps program and be the primary contact for local facilitators.

EXAMPLES OF DUTIES

The AmeriCorps Program Supervisor will manage sites and AmeriCorps Members within assigned region;

supervise and evaluate employees;

coordinate the following program components: personnel, professional development, data collection, site visits, and technical assistance;

provide support for all local facilitators participating in the program;

participate in regional and local activities required of the program;

help with recruitment/retention of AmeriCorps Members and professional development plans for local sites;

keep accurate records of work completed by program participants and AmeriCorps Members to support program activities;

work with local facilitators to monitor work and assess needs;

travel to sites throughout the state to audit program compliance;

provide technical assistance for program partners and AmeriCorps Members;

other duties assigned specific to context of position.

QUALIFICATIONS

Knowledge of:

Knowledge of fundamental principles in quality professional development and curriculum development;

knowledge of regional prevention service needs and youth development theory.

Ability to:

The AmeriCorps Program Supervisor will have appropriate and specific skills and knowledge that match the context of the position;

proven ability to provide leadership in the development and implementation of quality staff development;

proven ability to serve youth and staff with diverse needs;

work effectively as part of a team;

effectively structure, organize, and systematize tasks and activities;

travel within the State of California;

speak Spanish or other non-English language preferred.

Experience:

Minimum of two years of continuous experience managing a health or youth development program.

Experience training youth and/or staff.

Experience collecting and reporting data.

Education:

Bachelor's degree, or a combination of education and relevant experience totaling five years.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

9/30/15

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