

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

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

A. Primary Function

Visits District out-of-school program school sites within a region to supervise the development and organization of enrichment and/or recreation activities on a part-time basis.

B. Typical Duties

1. Supervises, plans, organizes, and participates in the enrichment and/or recreation programs on out-of-school program school sites within one recreation region.
2. Visits assigned out-of-school program site to discuss problems and advises out-of-school program personnel of solutions.
3. Assists in conducting in-service training sessions for out-of-school program personnel.
4. Assists in interpreting Branch and District policies and procedures for subordinates.
5. Participates in developing community interest in enrichment and/or recreation activities.
6. Determines the need for and assists in the procurement and distribution of enrichment and/or recreation supplies and equipment.
7. Performs related duties as assigned.

C. Distinguishing Characteristics

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. Positions in this class are part-time (not more than 139 hours per pay period) and are in the Unclassified Service. Full-time positions are in the Classified Service.

An Area Out-of-School Program Supervisor organizes, schedules, supervises, and evaluates enrichment and/or recreation programs at an out-of-school program school site.

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 an Area Out-of-School Program Supervisor or a Recreation Program Supervisor. General supervision is exercised over Senior Out-of-School Program Supervisors, Out-of-School Program Supervisors, Out-of-School Program Workers, and Playground Program Specialists.

E. Qualifications

1. Knowledge of
Fundamentals of organizing group enrichment and/or recreation programs.
Rules, equipment, and materials for a variety of enrichment and recreation activities.
Safety considerations in the organization and operation of enrichment and recreation activities.
Enrichment and/or recreation interests of communities served.

2. Ability to
Recruit, supervise, and train out-of-school program personnel.
Schedule and supervise a variety of enrichment and/or recreation activities.
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 education proficiency.
4. Experience
Nine months of experience in conducting out-of-school programs.
5. Special Requirements
A valid Red Cross First-Aid Certificate must be obtained within 90 days after employment begins.

JRT