



POSITION DESCRIPTION

Position Title:	School-Based Supervisor	Overtime Status:	Exempt
Department:	Programs	Location:	Oahu
Reports to:	Chief Operations Officer	Direct Reports:	School-Based Case Managers on Oahu, Maui and Kauai

PRIMARY PURPOSES OF THE POSITION:

The School-Based Supervisor will be the direct supervisor of the School-Based program team on Oahu, Maui and Kauai. The position will be responsible to oversee and support the team's progress towards agency goals and ensuring that direct service functions, activities and standards are maintained in a professional, consistent and uniform manner.

SPECIFIC DUTIES OF THE POSITION:

Program Services

- Lead the School-Based program staff to deliver services and achieve established outcome goals in key performance areas.
- Work with the Chief Operations Officer (COO) to ensure that all direct service functions, activities and standards are maintained in a professional, consistent, uniform and appropriate manner, in accordance with a) Agency policies and procedures; and b) Big Brothers Big Sisters of America (BBBSA) standards.
- Works with the COO to set up collaborations that enhance the services of BBBSH.
- Oversees maintenance of established sites and development of new sites with Case Managers. This includes gathering feedback and maintaining relationships with partner and host personnel.
- Maintain an up-to-date, standardized, statistical case monitoring procedure for reporting purposes.
- Review assessments and matches proposed by the School-Based program teams, and approve participants.
- Conduct Quality Assurance reviews for the School-Based program team.
- Seek to increase match capacities and numbers served by the Agency according to goals established in long-term strategic and annual business plans.
- Serve as spokesperson for the Agency to the community-at-large for the purpose of increasing community awareness of the Agency's programs and soliciting community support and adult volunteers.
- Perform other related duties as assigned.

Supervision

- Supervise, direct and support the School-Based program team using an appropriate mechanism (i.e. goal setting, performance evaluations, etc.) to achieve a defined accountability process.
- Working with the COO coordinate all special projects assigned to the School-Based program staff. This includes fund and other resource development efforts sponsored by or for the Agency.
- In coordination with the COO, lead, develop and guide the School-Based program team to have greater engagement from volunteers, especially Big Brothers and Big Sisters, in resource development.
- Mitigate challenges as they arise amongst the School-Based program team.

Administrative and General

- In coordination with the COO manage the School-Based program portion of the agency budget to insure spending levels are in line with budget limits and are appropriately expended to achieve necessary mission goals.
- Approve staff schedules, mileage, and purchase orders.
- Per established schedules and on an as-needed basis, assist the COO in preparing grant proposals and reports or providing program information to Agency grants writer/manager for use in preparing grant proposals and reports as appropriate.
- Perform other related duties as assigned.

KNOWLEDGE AND SKILLS:

- Bachelor's degree in social work, public health, or other related human services field.
- Four years demonstrated experience in case work management and program development.
- Must have demonstrated experience in supervision, planning, communication, organizational techniques and administration.
- Familiarity with the public school system, social, cultural and economic make-up of Hawaii desirable.
- Proficiency in Microsoft Office; including Word, Outlook, and Excel is valuable.
- Applicant must also have a car, valid driver's license, and meet state required automobile insurance minimum.
- Strong commitment to JEDI (Justice, Equity, Diversity and Inclusion).

WORKING CONDITIONS:

- Ability to lift 10 lbs.
- Work will primarily be done in an office setting. Ability to use personal computer, telephone, fax, photo copier, typewriter, postage meter, and related office equipment.
- Work Hours: Full-Time, Monday through Friday 8:00 am – 5:00 pm. Some evening/weekend work on occasion.
- Mental demands: Must be able to work with deadlines and process multiple projects simultaneously.
- Valid driver's license, work is done primarily in the office, but travel time is required.

Equal Employment Opportunity

Big Brothers Big Sisters Hawai'i provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, disability, or any other characteristic protected by state, federal, or local law.

Americans with Disabilities Act

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Big Brothers Big Sisters Hawai'i may change the specific job duties with or without prior notice based on the needs of the organization.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification, it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date: June 2023
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: