

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL PROGRAM LEADER

BASIC FUNCTION:

Under the direction of the ASPIRE Coordinator, provide leadership in the implementation of the assigned after school program; implement, coordinate and lead instructional support staff; work and collaborate with parents/guardians, staff, students and community members in the planning of various program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership in the implementation of the assigned after school program; maintain policies and assist with development of operating procedures according to the applicable laws and regulations; communicate with the Principal regarding program activities and operations.

Coordinate instructional support staff and independent contractors.

Provide input regarding performance evaluations; train and provide work direction to assigned staff; code timesheets and submit timesheets according to established timelines.

Work and collaborate with parents/guardians, staff, students and community members in various program activities including the planning of various events and field trips, and registration of students; create the master schedule for after school program daily operations; manage the on-line calendar or enrichment class schedule as assigned by the position; coordinate volunteers for activities as needed.

Establish and maintain a variety of records and reports related to assigned activities including but not limited to attendance, snack sheets and sign-in/sign-out sheets; prepare communication materials including newsletters, e-mails, memoranda and others.

Initiate purchase requisitions and authorizations; purchase supplies; order instructional materials and equipment.

Follow safety precautions and procedures; ensure compliance with State licensing regulations.

Ensure timely and informative communication between the staff, parents/guardians, and others; assist with parent meetings; assist students with conflict management as needed.

Attend school-wide and District-wide meetings; assist with the preparation of reports and making presentations; attend and assist with staff meetings; meet with vendors as needed.

Operate standard office equipment including a copier, fax machine, telephone, computer and assigned software; and operate audio-visual equipment.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Event planning for after school program activities.
Laws and regulations pertaining to the operation of an after school program.
Principles of training and providing work direction.
Safety precautions and procedures.
Oral and written communications skills.
Record-keeping techniques.
Telephone techniques and etiquette.
Program philosophies and requirements.

ABILITY TO:

Provide leadership in the implementation of the assigned after school program.
Work and collaborate with parents/guardians, staff, students and community members in various program activities.
Coordinate a variety of activities for the after school program.
Train and provide work direction to assigned staff.
Maintain a healthy and safe environment.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Analyze situations and respond accordingly.
Meet schedules and time lines.
Plan and organize work.
Perform first aid, CPR and AED.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent supplemented by college level course work in child development, education or a related field and three years of increasingly responsible child care or other student instruction experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid, CPR and AED certificates issued by an authorized agency.

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor environments.

Constant interruptions.

Occasional evening meetings.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to communicate with students and parents/guardians.

Ability to see to observe students and read materials.

Standing for extended periods of time.

Walking, running, bending at the waist, kneeling or crouching.

Pushing, pulling, carrying or lifting heavy objects as assigned by the position.

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