

AFTER SCHOOL PROGRAM SITE LEAD

BASIC FUNCTION:

Under the direction of the Principal, the After School Program Site Lead will provide assistance and tutoring to students in the after school program and will lead after school staff in engaging academic and enriching activities. This will provide opportunities for students to develop and strengthen academic, physical, and social skills. Additional responsibilities include monitoring student attendance, check-in/check-out procedures, and the program requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee and participate in the After School Program operations including staff and program requirements to meet student needs.

Train and provide work direction and guidance to assigned personnel.

Prepare and maintain a variety of logs, files and records; review and verify accuracy and completeness of various documents; prepare a variety of routine reports as directed; verify and process forms and applications as needed; assure that student information is current; assist with requests for incoming and outgoing student records; assist with student registration as assigned.

Ensure all students are picked up by parent/guardian or placed on the bus at end of the program.

Report potential safety hazards to site administration.

Ensure classrooms are fully prepared for instruction the following school day.

Organize classrooms on a daily basis to ensure all activity leaders have appropriate materials for the day's activities/instruction.

Work collaboratively with certificated staff to ensure lessons are related to math, language arts, social studies, art, and science.

Supervise students during program activities including snack and supper.

Provide tutoring in academic content areas.

Assist with homework completion.

Prepare instructional materials provided by certificated staff.

Lead organized learning activities for students to develop and strengthen academic, physical, and social skills.

As needed, differentiate activities so they are appropriate to students with disabilities as directed by certificated staff.

Participate in activities and events and coordinate field trips, assemblies, and/or speakers for the program.

Instruct students on the safe and proper use of supplies and equipment.

Support implementation of effective discipline techniques and classroom management.

Interact professionally and appropriately with parents, teachers, students, and other school staff. Communicate with teachers, parents, and school personnel to coordinate activities, discuss student progress or student needs; resolve issues and conflicts and exchange information.

Follow all site emergency procedures as directed in the Safe School Plan for the school.

Operate a variety of classroom and office equipment including a printer, copier, fax machine, two-way radio, camera, laminator, LCD projector, a computer and assigned software as assigned.

Attend and participate in meetings and trainings as assigned.

OTHER DUTIES:

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic concepts of child growth and development, developmental behavior characteristics.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Student behavior management strategies and techniques.

General classroom procedures and equipment.

Basic instructional methods and techniques.

Child guidance principles and practices.

Safe practices in classroom activities.

Applicable education laws, codes, rules and regulations.

District organization, operations, regulations, policies and objectives related to position.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment.
Oral and written communication skills.
Routine record keeping techniques.
Operation of a variety of classroom and office equipment including a computer and assigned software.
Record-keeping techniques.
Interpersonal skills using tact, patience, and courtesy.
Basic arithmetic.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of lesson plans.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Assist with math, science, reading and/or writing activities as assigned.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Observe and control student behavior according to approved policies and procedures.
Operate standard office and classroom equipment including a computer and assigned software.
Observe health and safety regulations.
Explain and interpret assignment directions to students.
Meet schedules and timelines.
Maintain records and confidentiality of student information.
Perform mathematical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance.
Criminal Justice Fingerprint Clearance.
Pre-employment Safety Videos.
Successful passage of the District Proficiency exam in Reading, Writing, and Math.
Training in areas of First Aide procedures when appropriate (e.g., dispensing of medications, use of epi-pen, etc)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
Hearing and speaking to exchange information.
Seeing to read a variety of materials and monitor student activities.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects as assigned by the position.
Pulling and pushing carts, desks, tables and chairs.