

Job Summary:

The job of After School Program Specialist was established for the purpose/s of providing leadership and facilitation of a school site After School Program. The Specialist will work closely with Site Leaders to coordinate a balance of academic and enrichment activities that help students develop and strengthen academic, physical and social skills through collaborative interaction with site staff, students, parents, community and other cooperating school sites. Incumbents will also provide direct assistance and tutoring to students in the after school program.

Essential Functions:

- Assists Site Leaders and Tutors as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings with site Principal and/or After School Site Lead, after school staff meetings and training opportunities for the purpose of reviewing and coordinating after school activities and learning new instructional techniques.
- Facilitates the collaboration between after school and regular day staff for the purpose of providing a coordinated and meaningful program for the students.
- Facilitates the daily operations of the program for the purpose of ensuring student and program success.
- Guides and supports after school staff.
- Identifies high priority students through collaboration with site administration and staff for the purpose of providing access to academic, physical and social intervention.
- Implements instructional learning activities for the purpose of improving students' academic, physical and social skills.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, form preparation, attendance, phone calls, etc.) for the purpose of providing necessary records/materials and helping students succeed.
- Promotes the after school program through brochures and informational meetings for the purpose of ensuring the school community participates in the program.
- Serves as a resource to students, parents and staff for the purpose of providing information and addressing questions and concerns in a timely manner.
- Supervises site program (e.g. attendance, behavior management, curriculum, budget, snack program etc.) for the purpose of ensuring success of the program and meeting program requirements.
- Understands the expectations, goals and objectives of the after school funding program to maximize program success and meet program requirements.
- Works with site supervisor and other staff to establish relationships with outside agency services for the purpose of providing enrichment and support for the program.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - Work with students in grades K-12 and in alternative school settings;
 - Operate standard office equipment;
 - Keep records in a computer-based information system;
 - Operating standard office equipment including using pertinent software applications i.e.. Word, Publisher, Excel, Internet;
 - Preparing and maintaining accurate records;
 - Administering first aid & CPR;
 - Learn, understand & implement program;
 - Recruitment & attendance policies;
 - Make independent decisions; protect confidentiality of student information and records.
- **Knowledge of:**
 - Service learning educational programs;
 - Correct English usage, spelling, grammar and punctuation;
 - Small group instructional strategies;
 - Community service organizations;

- State and federal reporting process.
- **Ability to:**
 - Be self-directed;
 - Work well with others;
 - Work flexible hours as well as overtime, with compensation, if needed;
 - Organize and use time effectively;
 - Organize and conduct large group recreational activities;
 - Keep accurate records;
 - Communicate effectively both orally and in writing;
 - Lift and carry 25 pounds, usually with assistance;
 - Speak fluent Spanish or Hmong is preferred.
- **Education/Experience Required:**
 - Bachelor's degree preferred; OR
 - Associate's degree plus three years of experience in an After School Program required.
- **Certificates, Licenses, Clearances, Testing and/or Bonding Required:**
 - Valid California Driver's License and proof of automobile insurance;
 - Department of Justice and FBI Fingerprint Response;
 - Obtain & maintain first aid & CPR certificate.

FLSA Status: Non-Exempt

May 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.