

JOB DESCRIPTION**Job Title:** After School Site Lead (9925)**Job Summary:**

Under the direction of the Administrator of the program and/or designee, the After School Site Lead will oversee, plan and coordinate a variety of activities for students at the central office location or an assigned after school program site in the areas of academic support/homework, wellness, personal development, nutrition, and academic enrichment; oversee the day-to-day operations of the program; ensure compliance with health and safety standards; plan, coordinate, implement and assign work duties in a reasonable, timely manner to instructional assistants, tutors, and work-experience students to meet the needs of the students to meet the needs of the students, families, and sites.

Essential Duties:

- Oversee, plan and coordinate a variety of activities at the center office or an assigned after school program site to provide all students and families access to high quality education options; oversee the day-to-day operations of the program;
- Ensure compliance with health and safety standards; inspect facility daily to ensure clean and secure conditions to promote a safe learning environment for students and staff;
- Plan and coordinate the work duties for after-school tutors;
- Train and review the work of assigned staff to meet the needs of the students and families;
- Conduct in-services and other staff meetings as assigned;
- Implement age-appropriate curriculum, learning experiences and interactions to develop a variety of skills and enhance self-esteem and foster independence in support of student achievement;
- Supervise, discipline, release or drop students according to established procedures;
- Provide opportunities for study periods for assigned schoolwork to meet the needs of the students; assist with students individually or in a small group, tutoring, supervising, reinforcing or following-up on lessons to provide students access to achieve their personal best; assist students with homework as needed;
- Assists with ordering, purchasing, and providing materials and supplies for activities; shop for materials as assigned;
- Prepare and maintain records related to student information, attendance, inventory and related activities;
- Receive, record and deposit payments according to established guidelines;
- Coordinate community involvement program activities to established collaborative relationships with staff, families, students and community;
- May assist/substitute for an after-school tutor to offer demonstration lessons for training and/or to ensure consistency due to absences/vacancies
- Makes connections between program resources, the regular day program, and grant requirements for the purpose of aligning program components to the school site's goals;
- Participates in staff development workshops for the purpose of keeping current on best program practices, shifts in academic essentials, and for personal growth;
- May administer First Aid and CPR;
- Perform other related duties as assigned;

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- use effective, appropriate communication with students, parents, staff, agencies and community members;
- work with core curriculum and know where and how to access core curriculum content material;
- use a personal computer

Knowledge of:

- after school programs;
- positive behavior reinforcement techniques;
- program guidelines, policies and procedures, and accurate recordkeeping techniques;
- conflict resolution techniques;
- classroom procedures, conduct and safe practices in classroom activities;
- interpersonal skills using tact, patience and courtesy;
- health and safety regulations
- principals and practices of supervision and training;
- basic concepts of child development;
- Microsoft Office and its components;

Ability to:

- use effective, appropriate communication with students, parents, staff, agencies and community members;
- work with core curriculum and know where and how to access core curriculum content material;
- use a personal computer
- plan, coordinate, implement and oversee after school program activities;
- use effective, appropriate communication with students, parents, staff, agencies and community members;
- assign work duties and give clear expectations to others;
- communicate effectively with adults and students;
- read and write effectively;
- work independently utilizing teamwork and collaboration;
- administer CPR and First Aid;
- establish and maintain effective and collaborative working relationships with others;
- plan for effective, meaningful integration of students' instruction;
- work some flexible hours (e.g., evenings and some weekends);
- interact with youth in a positive and effective manner.

Experience Required:

- One year working with school age children is desired

Education Required:

- High school diploma or equivalent is required;
- Associate degree, or completion of 48 units at an accredited college or university, or passage of the county Instructional Aide Assessment Test is required;
- Course work in child development, or related area, and/or volunteer experience with students is desirable.

Other Requirements

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response upon hire.

FLSA Status: Non-Exempt

May 2023

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.