

# WISEBURN UNIFIED SCHOOL DISTRICT

## SITE COORDINATOR OF DANA EXTENDED DAY PROGRAM

### Classified Position

#### DEFINITION

Under the direction of the assigned supervisor within the District, the Site Coordinator of Dana Extended Day Program shall supervise the staff and activities of the Dana Extended Day Program for the before school and after school activities, serve as a liaison between the program and the administration of Dana Middle School, and maintain the program's policies and standards.

#### ESSENTIAL DUTIES -

- Assumes leadership of Dana Extended Day Program.
- Participates in the hiring process of instructional aides, program clerk and program assistants for the program.
- Supervises and evaluates program staff on a regular basis, monitoring activities and hours. E
- Regularly meets with Dana administration regarding program activities, facilities, and student needs. E
- Meets as requested with other Wiseburn personnel.
- Supervises and maintains complete and accurate records of new and continuing students. E
- Supervises parent payments of registration, monthly fees, fines, and student activity fees. E
- Organizes student application process, including Jumpstart in August.
- Assures that the program meets Wiseburn standards of student safety and discipline. E
- Understands and works with students and their family members from diverse backgrounds. E
- Develops and directs on-site opportunities for parent involvement.
- Prepares and sends weekly parent communication.
- Handles on-site student discipline, including contacting/meeting with parents. E
- Supervises the maintenance of equipment and supplies.
- Requests materials and resources for the program.
- Meets with Wiseburn personnel at assure budget is maintained. E

Note – Task statement coded with letter “E” are essential elements of position in this class pursuant to the Americans with Disabilities Act. 1990.

#### KNOWLEDGE AND ABILITIES

##### **Knowledge of:**

- Basic principles and practices of pre- and adolescent development.
- Adult learning theory regarding parenting.
- Capability to develop and maintain group rules, enforcing age appropriate consequences.
- Group procedures and appropriate conduct with youth.
- Safe practices in classroom and playground activities adhering to Dana Middle School guidelines.
- Basic instructional methods and techniques for middle school youth.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Computer and manual record keeping techniques.
- Basic labor laws regarding hourly employees.

**Ability to:**

- Follow approved hiring methods.
- Communicate in oral and written standard English language.
- Lead an instructional staff on a daily basis, including monitoring lesson plans.
- Plan and execute off-site student field trips.
- Supervise diversified classroom and physical education activities in multiple school site settings.
- Execute strong interpersonal skills for middle school youth and their parents.
- Maintain composure during classroom disruption and difficult interpersonal situations.

**QUALIFICATIONS****Experience**

One or more years of paid experience in an instructional capacity in an extended day middle school program.

**Education**

Graduation from and accredited university with a B.A. or B.S. degree in education, psychology, or recreational/sports degree. Preference will be given to a candidate with a Masters degree in any of those fields and to a candidate working towards or holding a teaching credential, K-12.

**CONDITIONS OF EMPLOYMENT****Environment**

Classroom and playground environment

**Physical Abilities**

Ability to safely lift, carry, push and/or pull weights up to 50 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 20 pounds. Bending at the waist, kneeling or crouching to assist students. Sitting and standing for prolonged periods of time.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**Vision** (which may be corrected)  
**Hearing** (which may be corrected)  
**Speech**  
**Dexterity of hands and fingers**  
**Sitting and standing for extended**

to read small print and maintain records.  
to communicate with staff, to talk on phone.  
to communicate with staff, to talk on phone.  
to operate office equipment.  
to perform required duties.

**periods of time**  
**Bending at the waist**  
**Strength**

to pick up office materials / equipment  
to lift, push, pull and/or carry objects which  
may weigh as much as 25 lbs. on an occasional basis.

Board Approved: 10-15-14