

## **HANFORD ELEMENTARY SCHOOL DISTRICT**

### **Job Description:**

### **Recreation Enrichment Academics Devoted to Youth “READY”**

### **READY Site Lead**

#### **DEFINITION:**

Under the direction of the School Site Principal and the READY Program Administrator the READY Site Leader in addition to performing READY Tutor job duties as needed, also provides functional leadership of the afterschool program for students and staff at the assigned site.

#### **DISTINGUISHING CHARACTERISTICS:**

The Lead organizes and facilitates specialized activities in support of the afterschool program at assigned site. Under the direction of the School Site Principal and the READY Program Administrator, the READY Site Lead guides the afterschool program that provides students with effective components consisting of academic skills, enrichment, educational opportunities, recreational activities and nutrition to ensure the afterschool program is successful in meeting required academic growth.

#### **ESSENTIAL FUNCTIONS:**

- Coordinates daily operation of the afterschool program at the school site.
- Builds partnerships between regular day teachers, program staff, administrators, students, families.
- Provides leadership and promotes teamwork with READY Program staff for the purpose of coordinating and implementing the READY program goals.
- Assists in the instruction and supervision of students for the purpose of ensuring a smooth and disruption free afterschool program.
- Guides children constructively and redirects and coaches students who display disruptive behavior.
- Collects daily student attendance and monitors snack records for the purpose of completing accurate reports required by the grant.
- Provides guidance, training and support for READY staff which allow them to create an environment in which children and youth can develop new skills, practice new skills, and participate in activities that are developmentally appropriate.
- Creates a program atmosphere in which staff encourages children to make wise choices and develop responsible behaviors.

**ESSENTIAL FUNCTIONS (Continued):**

- Administers first aid and medical assistance as needed.
- Perform a variety of clerical and support services, such as inputting electronic data, emailing, and frequent public contacts; is able to manage the flow of communication to ensure a smooth and efficiently operated program.
- Communicates regularly and consistently with school site personnel to ensure that the program operates effectively; that problems are addressed efficiently and quickly.
- Facilitates the communication of students' after-school academic and social performance with students' teachers.
- Facilitates effective communications between the afterschool program staff, the students' families, and the school.
- Participates in continuing in-service training programs for the purpose of continuing education and for maintaining well-trained and skilled staff.
- Provides READY Program Administrator or other management staff with factual observations related to the quality and quantity of work performed by READY Program Staff.
- Maintains sufficient inventory of materials and supplies on hand to effectively run the READY Program.
- Other duties as assigned

**NECESSARY EMPLOYMENT STANDARDS:**

Knowledge of:

After school programs and curriculum

Basic concepts of child development

Computer software programs; such as Microsoft, Apple Products, Facsimile Machines and student information management systems.

**NECESSARY EMPLOYMENT STANDARDS (continued):**

Ability to:

Establish and maintain effective and collaborative working relationships with others. Communicate effectively with adults and students

Good written and verbal communication skills and the ability to communicate effectively with and before groups

Plan for effective, meaningful integration of student instruction.

Maintain confidentiality.

Work independently.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience that could likely provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:

#### **Education:**

Equivalent to Graduation from High School.

Completion of an Associate Degree in a related field.

#### **Experience:**

Have at least one year of paid work experience in educational/instructional services to children in a formal setting;

One year of experience in coordinating or supervising a child care services program, children's enrichment program, pre-school or other educational program.

A minimum of one year of successful HESD READY Program Tutor experience may be substituted for the Associate Degree and all the supervisory/coordination experience listed above.

#### **Other Educational/Testing Requirements:**

Hold or obtain a passing score on the High School Minimum Proficiency test

OR pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching, reading, writing, and mathematics or reading, writing and mathematics readiness. (para-professional test) which meets district, state and/or federal requirements.

**OTHER REQUIREMENTS:**

Valid California Class C Driver's License

Possession of personal vehicle; DMV-registered and insured in accordance with California law for conducting District business.

Possess or be in the process of completing valid First Aid and Basic CPR cards.

Highly Desirable:

Enrollment in or completion of at least 12 units in Child Development college coursework.

**WORKING CONDITIONS**

Environment: Indoor and outdoor environment; subject to driving, working irregular hours, including evenings and weekends.

Physical Abilities: Hearing and speaking to exchange information in person or on telephone; sitting and standing for extended periods of time; seeing to read documents, assignments; Bending at the waist, kneeling or crouching to provide assistance and monitor student activities; ability to lift equipment and students weighing up to 50 pounds; reaching overhead; above shoulders, and horizontally; dexterity of hands and fingers to operate personal computer; and the ability to drive an automobile.

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