

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **AFTER SCHOOL COORDINATOR (Grant Funded)**
Department: District Office
Reports to: Assistant Superintendent of Educational Services

SUMMARY:

Under the direction of the Assistant Superintendent of Educational Services coordinates and implements the after school program for the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the overall operation and implementation of the after school program at multiple sites within the district
- In conjunction with the After School staff, develops and implements instructional and recreational activities for the program and directs program activities.
- Facilitates the interview process for High School and College Aides
- Selects and purchases materials and supplies for the program
- Manages the After School Program site budget
- Communicates with families and teachers of program participants and site administrators as needed
- Maintain records, master calendars, complete and file reports as required by the program
- Ability to develop, monitor, and maintain program budgets
- Prepare program site visits and audits under the direction of California Department of Education
- Recruit, supervise, and evaluate staff within the program
- Provide ongoing trainings for program leaders and support staff
- Evaluation of program sites on an ongoing basis
- Provide direct services to students on a regular basis
- Meet regularly with site administrators, teachers, and support staff
- Perform public relations activities to develop community awareness and support for the program
- Act as a resource to the schools and the community regarding programs available in the community
- Attend trainings and meetings in regard to the program

QUALIFICATION REQUIREMENTS:

Bachelors Degree Preferred. Youth Development or After School Program experience preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

LANGUAGE SKILLS, MATH SKILLS AND REASONING:

Ability to read and comprehend instructions and correspondence in English and write correspondence in standard English. Ability to teach mathematical skills to program participants and direct tutoring. Ability to use common sense understanding to carry out written or oral instructions.

OTHER SKILLS AND ABILITIES:

Ability to develop effective working relationships with students, staff, and the community.

PHYSICAL DEMANDS:

An employee may be required to stand, walk, run, climb, balance, jump, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is sometimes loud within a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being, and work output of students.

BOARD APPROVED 10/06/20