

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
Personnel Commission

**CLASS TITLE: AFTER SCHOOL EDUCATION AND SAFETY (ASES) PROGRAM ASSISTANT**

**DEFINITION:** Under general supervision, assists in providing training, technical assistance and support for continuous program improvement among Before and After School Programs in grades kindergarten through high school funded by After School Education and Safety (ASES) and 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) in a tri-county region.

**REPRESENTATIVE DUTIES:**

Performs any combination of the following duties:

**ESSENTIAL FUNCTIONS:**

Organizes and presents training sessions for after school program providers and school/district personnel in areas of after school program academic and enrichment components and grant requirements;

Assists districts and program grantees with After School audit and compliance issues;

Monitors results of regional activities;

Conducts program site visitations under guidelines of the After School Program Office/California Department of Education to identify technical assistance needs;

Assists school sites and districts to leverage resources for quality after school programs and sustainability;

Prepares detailed comprehensive reports of site visitations, contributes to county and state reports;

Develops and maintains afterschool related web pages;

**NON-ESSENTIAL FUNCTIONS:**

Develops and maintains communications and outreach systems to schools, districts and programs providers;

Informs program providers of available local, regional and statewide resources, events and opportunities within the tri-county region;

Develops strategies to identify and disseminate promising practices throughout the tri-county region via electronic communication, brochures, newsletters, videos and trainings and other methods;

Maintains program-related records and files;

Attends professional meetings and on-going professional development;

Performs related duties as required.

**EDUCATION AND EXPERIENCE:**

Education, training and experience sufficient to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying experience would include: previous work experience with after school programs that involved establishment, organization and support of improving the quality of after school programs; planning, organizing, and leading structured events and activities within the regular day or after school; conducting site visits to identify needs, technical assistance and promising practices; enlisting and coordinating the school and business communities in the support of activities and events for children and youth in diverse communities.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** The organization and operation of the Before and After School Programs funded by After School Education and Safety (ASES) Program and regional 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC); elementary and secondary school district organization; the uses of various types of multimedia equipment.

**ABILITY TO:** Plan, organize and facilitate activities, meetings, workshops, and multimedia events; develop and deliver oral presentations to individuals and/or groups; communicate effectively orally and in writing; identify and recruit participation and support from the community at large, and the school and business community in particular; establish effective working relationships with after school staff, teachers, administrators and community members of varied cultural, linguistic and economic backgrounds; operate a computer and associated software; work with minimum supervision.

**WORKING CONDITIONS AND PHYSICAL ABILITIES:**

Duties are typically performed in an office or school setting. Requires the ability to travel to various locations to provide information and trainings and attend meetings.

Physical ability to perform duties involving: hearing and speaking to exchange information; seeing to perform assigned duties; sitting and/or standing for extended periods of time; dexterity of hands and fingers to operate computer and other office equipment; lifting of light objects.

Established: 12/02

Revised: 9/04, 9/09, 1/11

Approved by the Personnel Commission: December 20, 2002