

POSITION DESCRIPTION

**TITLE: 21st CENTURY ASSISTANT PROGRAM
COORDINATOR-YEAR ROUND**

TYPE: Supervisor

REPORTS TO: Supervisor

POSITION SUMMARY:

The primary purpose of this position is to assist the Program Coordinator to implement and monitor a comprehensive after school activity program for District students. The Assistant Coordinator will be in charge of the day to day operations of the program and supervision of the staff at the designated site(s). A primary focus is the establishment and maintenance of a positive and respectful learning environment and working relationship with student, staff, administration, parents/guardians, and community members.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent by OAR 581-37-030.
2. 18 years of age or older
3. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, Spanish, and/or Russian, as applicable.
4. Experience working in a school setting, or with youth programs and knowledge of effective student behavior management methods.

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Coordinates and monitors summer programs as directed by supervisor
4. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
5. Excellent organizational skills for managing multiple tasks.
6. Coordinates 21st Century programs for students and/or parents at designated sites through collaboration and coordination with staff, students, parents/guardians, and identified community partners.
7. Recruits and assists in hiring of staff at designated sites.
8. Recruits volunteers at designated sites.
9. Supervises and evaluates assigned staff and volunteers at designated sites.
10. Maintains attendance records for students and/or staff.
11. Promotes program activities among students and parents.
12. Schedules activities and locations within designated sites.
13. Communicates with site administration and staff regarding program activities and issues.
14. Monitors classes, program activities, and program operations to ensure effectiveness, efficiency, and safety.
15. Determines needed materials, equipment, and other resources and submits requests.

16. Manages student behavior issues as needed, takes appropriate action, and contact parents.
17. Develops and submits reports as required by supervisor.
18. Assists parents and community members as needed.
19. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
20. Actively seeks out and participates in professional development activities designed to improve professional competence.
21. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
22. Holds expectations for high performance of self and students.
23. Assesses results of performance for improvement on a regular basis.
24. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
25. Provides staff development to staff regarding administration and/or results of academic achievement assessments.
26. Communicates with Student Services Director in all purchasing requests.
27. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
28. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
29. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
30. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
31. Assists parents and community members as needed.
32. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
33. Complies with professional development activities as required by the District.
34. Holds expectations for high performance of self and students.
35. Demonstrates computer literacy and operates software programs as related to job responsibilities.
36. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
37. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
38. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
39. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. Required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and/or Designated First Aid Provider.

6. Required to obtain Food Handlers Card.
7. May serve as Site Supervisor as designated sites.
8. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 261 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date