

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Administrator After School Education and Safety Programs	Reports To:	Assistant Superintendent Elementary Education Services
Department:	Educational Services	Classification:	Management
FLSA:	Exempt	Work Year	Twelve (12) Months
		Salary:	Schedule P, Range 11

I. DESCRIPTION OF POSITION

Under the direction of the Associate Superintendent of Secondary Education, the Administrator – ASES, facilitates the development, training, and implementation of the district After School Education and Safety Programs. The Administrator facilitates, coordinates, and provides staff development for the ASES programs which support student achievement and assures that all program compliance issues related to instruction are addressed.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Coordinates, Designs and/or implements all aspects of the ASES Program in order to ensure a high quality program
- B. Provides leadership to program staff
- C. Supervise and manage personnel to assure program goals are met
- D. Submits all required documentation to the California Department of Education (i.e. quarterly attendance reports, student summary reports, program goals and measurable outcomes) by the mandated due date
- E. Meets regularly with District Level Administrators and Principals to provide data, reflect on programs goals and identify areas of concerns
- F. Attends federal, state, and local conferences
- G. Develops and oversees the implementation of all staff development programs based on current after school research and the needs of all staff
- H. Ensure that program activities meet and comply with funding requirements
- I. Oversees and supervises the daily operations of the after school program
- J. Serves as the liaison with institutes, organizations and agencies that are partners with the District and the ASES Program

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California Professional Clear Multiple subject, Single Subject Teaching Credential or PPS Credential authorizing service as school counselor
- B. Possession of an Administrative Services Credential
- C. Possession of a Masters Degree from an accredited college or university
- D. Five or more years of successful teaching experience.
- E. Three or more years of successful experience in a responsible administrative position preferred
- F. Experience in developing and enhancing curricular materials.
- G. Experience in designing and presenting professional development.
- H. Possession of a valid California Driver's License

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, practices, trends, goals and objectives of teacher preparation and ASES support programs
- B. Philosophical, educational, fiscal and legal aspects affecting teacher preparation and support programs
- C. Organization, management, planning and evaluation strategies, techniques and procedures.
- D. Research and development strategies, processes and techniques
- E. District organization, operations, policies and objectives
- F. Current applicable laws, regulations, codes, policies and procedures
- G. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Plan, organize, coordinate and direct the district instructional programs.
- B. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- C. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions.
- D. Establish and maintain cooperative organizational, public and educational community relationships.
- E. Interpret, apply and explain rules, regulations, policies and procedures.
- F. Analyze situations accurately and adopt an effective course of action.
- G. Prepare comprehensive narrative and statistical reports.
- H. Supervise the performance of assigned staff.
- I. Demonstrate effective communication skills both orally and in writing.
- J. Use a computer.

V. WORKING CONDITIONS

Environment:

District offices and school sites

Physical abilities:

Hearing and speaking to exchange information and make presentations

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.