

## North Monterey County Unified School District

### CERTIFICATED POSITION DESCRIPTION

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Position Title: **Middle School After School Education and Safety (ASES) Coordinator**  
Salary: Hourly Extra Duty Certificated Pay Rate  
Department: Office of Student and Family Services  
Reports to: Site Administrator

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#### **SUMMARY:**

The ASES Coordinator is a temporary, hourly position that works 6 hours per day during school days only.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Identifies students to be invited to participate in ASES.
2. Recruits staff for tutorials and enrichment activities.
3. Maintains schedule of activities and students participating in ASES.
4. Substitutes for absent staff.
5. Signs in all ASES students, and supervises the sign out of students.
6. Utilizes ASES Early Release and Sign Out Ticket when children depart before 6:00 p.m.
7. Supervises children during sign-in and snack time until released to ASES teachers.
8. Records and completes the daily Attendance Summary, Attendance Detail, and Snack Reports and submits these reports to the program administrator on a monthly basis.
9. Faxes the Snack Report to Child Nutrition at the end of the month.
10. Submits the Snack Report and the Sign In & Out to the program administrator on a monthly basis.
11. Reviews school office records for children absent or picked up early from the normal school hours.
12. Enforces ID verification when parent is unknown to staff and references the emergency card on file.
13. Enforces Late Pick Up policy at all times.
14. Immediately notifies the Director of Student and Family Services if a child is still present at the site after 6:00 p.m.
15. Attends staff meetings, participates in recommended staff development trainings, conferences, courses and other aspects of professional growth.
16. Participates in Parent Nights, (i.e. Parent Orientation, Kinder Readiness...).
17. Conducts weekly site meetings with assistants to plan and implement classroom activities in accordance with the policies and philosophy of the program.
18. Uses program assessments as tools to plan activities to enhance the development of children physically, socially, emotionally, and cognitively.
19. Supervises all activities and staff to ensure the safety of each child in the program.

20. Ensures all incident/accident reports are completed, signed, and faxed when such incident occurs.
21. Orders, receives, and provides materials and supplies to tutors.
22. Other related duties directly related to this position as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- High School graduation or GED equivalent
- At least 18 years of age
- Bachelor's Degree
- Valid California teaching credential

#### **Experience:**

- Documented experience working with groups of school age children in an organized setting

#### **Knowledge, Skills, and Abilities:**

- Ability and willingness to implement best practices
- Ability and willingness to reflect and improve.
- Ability to successfully collaborate with colleagues, parents and community.
- Ability to establish and maintain cooperative working relationships
- Ability to work as part of a team.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to bend, kneel, crouch, stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may occasionally lift and/or move up to 25 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works indoors and may frequently work outdoors. The noise in the environment is usually mild to moderate.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.***

***Note: Minimum qualifications may be waived on a case-by-case basis by the Superintendent in his/her sole and absolute discretion.***

Board Approved: August 23, 2012