

North Monterey County Unified School District

UNREPRESENTED POSITION DESCRIPTION

Position Title: **Elementary After School Education and Safety (ASES) Coordinator**
Salary: \$25.00 per hour (flat rate)
Department: Office of Student and Family Services
Reports to: Site Administrator

SUMMARY:

The ASES Coordinator is a temporary, hourly position 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 teachers for tutorials.
3. Recruits staff for enrichment activities.
4. Maintains schedule of activities and students participating in ASES.
5. Substitutes for absent tutors.
6. Assists the ASES/Kid Zone Teacher with supervising students at recess and snack.
7. Orders, receives, and provides materials and supplies to tutors.
8. Other related duties directly related to this position as assigned.

MINIMUM QUALIFICATIONS

Education:

- At least 18 years of age
- High School graduation or GED equivalent
- Education as required by the No Child Left Behind Act of 2001: two years of higher education study (48 semester units) OR possession of an Associate's or higher degree OR passage of a formal State or local academic assessment encompassing knowledge of and the ability to assist in instructing, reading, writing and mathematics.

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