



JOB DESCRIPTION

BASE PROGRAM LEAD

Job Summary:

Under the supervision of the Director of Educational Services to provide opportunities for students to develop and strengthen academic, physical, and social skills. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Additionally, the BASE Site Lead should value diversity, youth, and have a broad vision of health and wellness that is enhanced by relationship building.

Essential Job Functions:

- Organize classrooms on a daily basis to ensure that all activity leaders are appropriately supported for daily activities/instruction
- Participates in staff meetings and on-going training opportunities
- Observe and maintain the performance and quality of the BASE site
- Provide customer service and parent support
- Interact professionally and appropriately with parents/guardians, teachers and school staff
- Provide updated resources for parent outreach
- Assist activity leaders with school day education plan
- Review and monitor program budget and expenditures
- Provide day-to-day leadership and works with staff to ensure a high performance work environment
- Preparation of monthly tuition invoices and receipts
- Maintain delinquent accounts/collections
- Receiving and processing of tuition payments
- Prepare and process tuition deposits
- Preparation of the yearly tax Child Care Expenses
- Assist parents/guardians with tuition payment obligations/schedules
- Ensure that attendance records are accurate and maintained on a daily basis
- Monitor check in/check out procedures to ensure that all policies for student pick up are implemented appropriately
- Participate in activities and events

- Apply for grants
- Participates in collaborative meetings with other grantees and community-based organizations to promote the goals and objectives of the after school programs and share resources
- Supports and achieves the District objectives and service expectations for the District Expanded Learning Program
- Reinforce and instruct students on the safe and proper use of supplies and equipment
- Reinforce the implementation of discipline techniques and classroom management
- Perform related duties as assigned

Other Job Functions:

- Attends a variety of meetings, training sessions, conferences, committees, workshops and seminars
- Performs a wide variety of program administrative duties in support of program activities

Physical Requirements:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Vision which allows accurate observation from a distance
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 35 lbs frequently, and 50 pounds occasionally.
- Able to carry up to 35 lbs frequently, and 50 pounds occasionally.
- Able to push and pull objects weighing up to 35 pounds.
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner.

Licenses, Certifications and Testing Required:

- Must possess or have the ability to obtain a valid First Aid Certificate within 90 days after initiation of employment.
- Must possess or have ability to pass instructional assistant examination.
- California Driver's License
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.

Employment Category: Classified Bargaining Unit

***Employment Category: Classified Bargaining Unit Work Year: 190 Days
Work Day: 5.75 Hours
Salary Schedule: Row 16***