

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL EDUCATION AND SAFETY GRANT MANAGER

BASIC FUNCTION:

Under the direction of the Director- School Improvement and Accountability, plan, organize and direct the coordination and monitoring of the After School Education and Safety (ASES) Grant program and facilitate collaboration between district, school and program staff; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct the monitoring of site ASES Programs on a daily basis to assure program activities meet the grant assurance requirements.

Collaborate with school site administration to ensure compliance with State and federal regulations.

Facilitate communication between classroom teachers and ASES program staff to meet student needs.

Provide support to students during the regular school day and throughout the after school program.

Coordinate the development and implementation of high-quality enrichment and physical education activities to enhance student learning.

Collaborate with after school partners to annually review the ASES Program Plan.

Schedule and facilitate appropriate program-related planning and committee meetings with staff, parents, agencies, and community members.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of after school programs
Applicable laws, codes, regulations, policies, operations, and procedures for after school programs
District operations, policies, procedures and goals
Compliance review mandates
Normal school routines and practices.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Demonstrate effective communication and interpersonal skills, both written and oral, using tact, patience, and courtesy.
Plan, organize, review, and direct the district's ASES program.
Assure compliance with laws, codes, and regulations related to after school programs.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Associate's degree in liberal arts or related field

Experience: Three years of increasingly responsible experience working in a child care program.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

District office environment and school sites.

Driving a vehicle to conduct work.

Constant interruptions.

Indoor and outdoor environment.

PHYSICAL ABILITIES:

Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.

Reaching overhead, above the shoulders, and horizontally.

Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.

Hearing and speaking to exchange information in person and on the telephone.

Visual ability to read, prepare/process documents, and to monitor various services and personnel.

Sitting for extended periods.

Standing for extended periods.

Walking over rough or uneven surfaces.