

**MAPLE SCHOOL DISTRICT  
JOB OPPORTUNITY**

<b>Job Title:</b>	After School Program - Activity Dir.	<b>Job Category:</b>	Classified
<b>Salary:</b>	ELOP Salary Schedule	<b>Work Cal:</b>	184 days up to 4 hours
<b>Date Posted:</b>	12/04/24	<b>Closing Date:</b>	12/20/2024
<b>Applicants apply at:</b>			
<b>District Office:</b> 29161 Fresno Ave. Shafter, CA 93263 7:30 – 3:30 or email <a href="mailto:afernandez@mapleschool.org">afernandez@mapleschool.org</a>		<b>Mail:</b> Maple School District Attention: Angelica Fernandez 29161 Fresno Ave. Shafter, CA 93263	
<b>JOB REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>● High School Diploma and some college training preferred</li> <li>● Experience and desire to work with children</li> <li>● Skill and accuracy in oral and written communication</li> <li>● Willingness to follow directions.</li> <li>● Ability to work with adults and children.</li> <li>● Must pass required Basic Skills Test.</li> </ul>		

**GOAL:**

Under the direction of the Director of Expanded Learning and/or site Superintendent/Principal.

**DUTIES AND RESPONSIBILITIES:**

1. Assisting in the preparation of lesson plans
2. Implementing daily engaging and educational activities
3. Facilitate a safe environment while engaging in active supervision of students: including but not limited to on campus, on field trips, in classrooms, on the playground, in the multi-purpose room, STEM lab, student kitchen, garden, etc.)
4. Manage and enforce discipline policies and provide effective guidance
5. Clean and restore facilities to their previous conditions
6. Familiar with and/or willing to learn technology- such as Chromebooks
7. May operate office machines

**APPLICATION REQUIREMENTS:**

- Classified Employment Application-Available on District website
- Resume
- Proof of High School Diploma
- 3 letters of reference (preferred)

**CONDITION OF EMPLOYMENT:**

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met. The position has a probationary period of 12 months.