

SUNNYVALE SCHOOL DISTRICT

January 2012

CLASS TITLE: KLAS SITE COORDINATOR

BASIC FUNCTION:

Under the direction of a Principal(s), KLAS Site Coordinator coordinates the after school program in compliance with the ASES grant. The coordinator works in a setting with set curriculum and guidelines, assisting students with homework, leading students in intervention and enrichment activities including physical fitness activities, and maintaining student interest by using positive behavior management classroom techniques and instructional strategies to help improve student performance.

ESSENTIAL DUTIES:

The KLAS Site Coordinator's responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget.

Uses resources from teachers and other instructional staff.

Assists in the instruction and supervision of students for the purpose of ensuring a smooth and disruption-free.

Works with the site principal to integrate the schools' Positive Behavior Intervention Support Program into the after school setting.

Establishes and maintains ongoing communication between the after school program and instructional day staff regarding the students' social and emotional needs.

Monitors academic and support, homework, nutrition, and enrichment components for the purpose of ensuring that the after school program is successfully meeting the required program goals.

Communicates with families and looks for opportunities to involve families in activities.

Monitors/reports problems using good communication, goal setting, conflict resolution, and time management skills to the site principal and school district administrative staff for the purpose of maintaining an effective program.

Provides guidance to the after school program staff for the purpose of maintaining an effective program and ensuring satisfactory performance.

Designs/selects lessons and activities that align with program goals.

Follows a comprehensive schedule and uses a variety of strategies to meet individual student needs.

Implements key aspects of the site's Safety Plan.

Follows procedure for reporting incidents.

Keeps accurate daily attendance using district software for the purpose of completing both accurate and timely attendance reports to the district office attendance personnel.

Works effectively with the school principal, teachers, school staff and parents for the purpose of maintaining good communication, program efficiency and keeping them informed and involved in the after school program at the assigned site.

Participates in continuing in-services training program effectively for the purpose of maintaining highly trained and skilled staff.

Maintains a maximum number of students and waiting list for the purpose of allowing maximum participation of students.

Manages site operations effectively for the purpose of maintaining a program that meets all goals and objectives in an orderly manner.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer and district software.

Use of effective and appropriate communication techniques with students, parents, staff, agencies and community members.

Knowledge of where and how to access the district adopted core curriculum content material.

Knowledge of School Programs, basic concepts of child development and basic concepts of typical child behavior characteristics.

ABILITY TO:

Interact with youth in a positive and effective manner.

Communicate effectively with adults and students.

Read and write effectively.

Establish and maintain effective and collaborative working relationships with others.

Plan for effective, meaningful integration of student instruction.

Work some flexible hours (e.g., evenings and some weekends). Pursuant to the CSEA Agreement.

EDUCATION AND EXPERIENCE:

Possess a high school diploma *and* an AA degree from an accredited college *or* university, *or* 48 semester units from an institute of higher education, *or* have demonstrated knowledge of Language Arts, Mathematics and the Ability to Assist in Instruction (Test).

Experience working with students requiring a specialized learning environment.

LICENSES AND OTHER REQUIREMENTS:

A valid Activity Supervisor Clearance Certificate

Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School Site

Generally clean and healthy environment.

PHYSICAL DEMANDS:

Some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity.

Generally the job requires 30% sitting, 30% walking, and 40% standing.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.