

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: **AFTER SCHOOL PROGRAM/HEARTS TEACHER
(TOSA)**

WORK YEAR: **(185 Work Days)**

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential with English Learner Certification; or Valid Pupil Personnel Services Credential

PRIMARY FUNCTION:

Under the direction of the Principal, the Teacher on Special Assignment for After School Programs oversees the planning, implementation, operation, evaluation and supervision of the Helping Elementary Achievers Reach the Stars (HEARTS) After School Program.

AREAS OF RESPONSIBILITY:

- Coordinate hEARTS After School Program in conjunction with the principal
- Provide site level daily direction to after school program and community partner organizations to ensure comprehensive, collaborative service implementation and programming
- Provide instructional leadership in developing the academic curriculum for the after school program in coordination with principals, the district after school specialist, teaching staff, categorical program specialists and Secondary Education Departments. Coordinate special event details and schedules
- Meet program attendance goals and maintain after school attendance needs. Make required periodic reports
- Order supplies and equipment as needed and appropriate to support program activities
- Represent the site at District After School Program meetings
- Coordinate project evaluation activities necessary to meet grant evaluation requirements
- Participate in the review of individual and system outcomes and ongoing evaluation of program effectiveness

- Supervise all after school program personnel. Arrange schedule and room assignments of after school program staff. Act as liaison between school staff, principal, custodians, and HEARTS staff
- Maintain discipline by implementing site and district disciplinary procedures
- Safeguard campus during after school program hours
- Participate in CPR and First Aid training
- Maintain positive rapport and communication with parents
- Secure and store HEARTS supplies and equipment to ensure its safety and integrity
- Order and monitor the appropriate distribution of snacks during the after school program

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration