



File #31

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Before & After School Program Lead	Building: All
Immediate Supervisor: Coordinator of ED. Services (Primary)	Duration of position: School Year
Salary Category: 1.3 X B	Expected # of participants:
Date of Last Program Review: November 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}*.

- Oversee the Before and After School Program

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Bachelor’s degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Be able to work collaboratively with staff and students

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Oversee program implementation
- Ensure that Ohio Department of Job and Family Services rules and regulations are followed and implemented properly
- Perform Ohio Department of Job and Family Services new staff orientation
- Maintain before & after care compliance
- Assist in keeping and maintaining accurate program records
- Effectively communicate with building principals, central office staff
- Effectively communicate with parents/guardian and instructors (
- Facilitate regular meetings with staff
- Monitor revenue and expenses
- Monitor student/staff ratio
- Monitor and ensure parents are properly using Point of Service device provided by ODJFS

- Provide training and targeted professional development to support instructors (
- Make visits to all seven elementary schools on a regular basis
- Plan/organize field trips
- Ensure that fees and payments are collected in a timely manner
- Effectively communicate with Ohio Department of Education licensing staff
- Act as liaison for instructors and central staff

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- 13 hours per week

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and

arms, kneel, crouch, stoop, balance, and climb

- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.