

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Site Director – Learning Partners

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

The site director shall have a high school diploma or equivalent, must be “Highly Qualified” (NCLB Compliant) having a high school diploma or equivalent and one of the following:

- 2 years of study equal to 48 units
- Associates or higher degree
- Ability to pass the instructional aide proficiency test.

Supplemented by completed college-level course work in child development preferred and two years of increasingly responsible experience at a school site.

SUMMARY

Under the direction of the school site administrator, responsible for the day-to-day operation of the site; coordinates community involvement in the activities; provides for the recreational and custodial needs of children; provides opportunities for study of assigned schoolwork; maintains health and safety standards; and does related work as required in a school age extended day program.

SPECIFIC RESPONSIBILITIES

1. Implements the site program under the direction of the school site administrator.
2. Communicates program needs to school site administrator.
3. Acts as liaison between the learning partner program and the school site staff.
4. Communicates with the parents regarding the program and the individual needs of their child.
5. Completes daily schedules and presents to learning partners staff.
6. Supervises all staff assigned to the site.
7. Attends staff training and meetings.
8. Completes daily attendance and record keeping procedures.
9. Supervises in the on-site enrichment classes.
10. Completes additional assignments as required to maintain a quality program.
11. Maintains health and safety standards and provides a positive experience for the children.
12. Performs other related tasks as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

Approved:

Description

SiteDir.LrnPrtnrs

04/26/00

- First Aid;
- knowledge and ability to relate to the needs of students and parent of different ethnic, cultural, educational and socio-economic backgrounds.

Ability to:

- Organize and implement a recreational program for school-age students in learning partner's tutorial/enrichment setting;
- to supervise and coordinate the work of teachers, aides and volunteers;
- to communicate effectively with parents and staff and to provide a positive image for learning partner students.

Approved:
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SiteDir.LrnPrtnrs
04/26/00