

MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CSEA CHAPTER #528
(After School Club Leader)

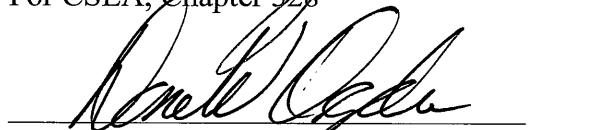
The current needs of the District require the creation of a new position:

- The After School Club Leader will run after school clubs in accordance with the attached (new) job description.

This is a one-time non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impact and effects of this change.


For CSEA, Chapter 528

9/19/18
Date


For Folsom Cordova Unified School District

9/19/18
Date


CSEA Labor Representative

9/19/18

NEW

AFTER SCHOOL CLUB LEADER (DRAFT 9/18/18)

REVIEW DATES

Cabinet Review	__09/26/2018__
CSEA Approved	__09/18/2018__
Cabinet Approved	_____
Board Approved	_____

DEFINITION:

Under direction of site administrator or designee, the After School Club Leader will organize and supervise the After School Club and ensure the safe and appropriate supervision of pupils during the After School Club.

QUALIFICATIONS:

Experience: A minimum of two (2) years of experience of working with children in a school environment desired.

Education: High School diploma or equivalent; courses in psychology, sociology, recreation, or related fields are preferable.

Other: CPR/First Aid certification desired.

DISTINGUISHING CHARACTERISTICS:

- This is an entry level class. Positions are part time, involving hourly working schedules on school days, and are subject to special funding.
- Incumbents must keep student information confidential. They may not give out any personal information to any person other than site level teachers, administrators, or authorized District staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the site administrator or designee, incumbent will:

- Supervise and assist in assigned After School Club.
- Keep a daily register of students attending.
- Plan and prepare appropriate activities, including the use of other visiting staff offering more adventurous activities.
- Interact positively with students to encourage children to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- Administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- Be responsible for children during outdoor activities and ensure that the student safety and welfare are maintained. Complete daily list of children to ensure that everyone is accounted for.
- Ensure a First Aid Box is taken outside during outdoor activities.
- Complete an accident form as necessary, making sure that school is informed of any incident.
- Deal with any anti-social behavior promptly and ensure that the site Principal and appropriate parents are informed.

KNOWLEDGE:

- Applicable codes, regulations, standards, policies, and procedures

ABILITIES AND SKILLS:

- Read, interpret, and apply rules and regulations
- Ability to supervise and manage students in a positive environment
- Relate and communicate effectively with students, staff, and parents
- Understand and carry out written and oral instructions
- Adhere to safe work practices, work with attention to detail, and work independently with minimal supervision
- Maintain confidentiality of student records
- Adjust to flexible assignments, often with short notice
- Make common sense decisions in potentially critical situations

AFTER SCHOOL CLUB LEADER (DRAFT 9/18/18)

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to stand, to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate to loud.
- Employees in this position will be required to work outdoors or indoors in a standard office environment, and come in direct contact with students, District staff, and the public.