

Sunnyvale School District
Position Title: KLAS Site Coordinator

Work days/month: 210 days / 10 months

Salary: Range 29(<https://www.sesd.org/Page/719>)

Basic Functions:

Under the direction of an assigned Supervisor, Kids Learning After School (KLAS) Site Coordinator coordinates the after-school program in compliance with the ASES grant. The coordinator is responsible for creating a schedule for daily activities, 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 & Responsibilities:

1. Utilize standardized routines; lead, guide, and/or coordinate the work of others; and operate within established budget parameters.
2. Collaborates with teachers and administrators to develop instructional programming and provide relevant instructional materials, resources and applications to support student learning.
3. Works with the site principal to integrate the schools' Positive Behavior Intervention Support Program into the after-school setting in order to provide a positive, productive and safe learning environment.
4. Establishes and maintains ongoing communication between the after-school program and instructional day staff regarding the students' social, emotional and academic needs.
5. Monitors and supports academic instruction, homework, nutrition, and enrichment components for the purpose of ensuring that the after-school program is successfully meeting the required program goals.
6. Communicates regularly with families and seeks opportunities to engage them in school and program activities.
7. Uses effective communication, conflict resolution and goal setting, to respond to issues; reports any issues in a timely manner using established protocols.
8. Provides guidance to after-school program staff to ensure compliance with program standards and achieve positive student outcomes.
9. Designs and/or selects lessons and activities that align with program goals.
10. Follows a comprehensive schedule and uses a variety of strategies to meet individual student needs.
11. Follow procedures for reporting incidents. Responds to medical emergencies and be knowledgeable in administering specific medicines like inhalers, epipens and maintains documents as appropriate.
12. Keeps daily and monthly attendance reports of students, using district software for the purpose of completing both accurate and timely attendance reports to the district office attendance personnel.
13. Participates in continuing in-services training programs for the purpose of maintaining highly trained and skilled staff.
14. Monitor student enrollment and manage waiting lists to maximize student participation.
15. Complete daily dinner and snack logs in accordance with district requirements; ensure proper food distribution protocols are followed, including taking and recording food temperatures prior to service and properly storing items in the refrigerator.
16. Assist in securing substitutes to fill positions of absent after-school program staff; report absences and corresponding substitute assignments to school administration; and maintain accurate records of staff absences and substitutes for payroll reference and verification.
17. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
18. Assure the safety of students by following health protocols and safety rules.
19. Perform other related duties as requested by the supervisor.

Knowledge:

1. Knowledge of the procedures for accessing district-adopted core curriculum materials and where to locate them.
2. Knowledge of school programs, as well as fundamental principles of child development and typical child behavior characteristics.
3. Knowledge of program requirements and reporting protocols related to state and federal funding.
4. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
5. Basic computer skills including email and district applications.

Abilities:

1. Work flexible hours, including evenings and occasional weekends, in accordance with the CSEA Agreement.
2. Communicate professionally and clearly both verbally and in writing.
3. Work cooperatively with diverse staff, students, and community.
4. Follow verbal and written instructions with minimal supervision and use good judgment.
5. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
6. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

Education and Experience:

1. Possess a high school diploma.
2. An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have equivalent experience in the related field.
3. Experience working with students requiring a specialized learning environment preferred.

Required Licenses & Certificates:

1. Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.
2. A valid Activity Supervisor Clearance Certificate
3. Valid First Aid and CPR Certification issued by an authorized agency.

Working Conditions:**1. Environment:**

1. Indoor classroom, outdoor and community-based settings.
2. Occasional interaction with emotional, dissatisfied, or demanding individuals.

2. Physical Requirements:

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting/standing for extended periods.
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Engage in sometimes strenuous activities with students including running, lifting, weight shifting, and positioning.
7. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 25 pounds.

3. Hazards:

1. Abusive and potentially harmful outbursts from students.
2. Potential for contact with blood and other body fluids.

Terms of Employment:

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

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).