

Tulare County Office of Education

JOB DESCRIPTION Job Title: After School Site Coordinator - CHOICES (2590)

Job Summary:

The job of After School Site Coordinator - CHOICES is done for the purpose/s of guiding students in an after school setting with set curriculum and guidelines, assisting students with homework, leading students in enrichment activities including physical fitness activities, and maintaining student interest by using good classroom techniques and instructional strategies to help improve student performance in an after school setting.

Essential Functions:

Assists in planning and conducting the After School Program staff training program for the purpose of operating an effective After School Program.

Assists in the instruction and supervision of students for the purpose of ensuring a smooth and disruption-free After School Program.

Collects daily attendance and students outcomes using student data and student management systems for the purpose of completing accurate reports to the state.

Gathers/organizes/maintains data on students including reports, records, supply inventory, supply ordering, attendance accounting records and student progress for the purpose of meeting program evaluation requirements, monitoring state grant compliance, overseeing funding sources, filling out all attendance forms and filling out expenditure reports quarterly and yearly for all site grants.

Maintains a maximum number of students and waiting list for the purpose of allowing maximum participation of students.

Manages site operations effectively for the purpose of maintaining a program that meets all goals and objectives in an orderly manner.

Monitors literacy, homework, nutrition, and enrichment components in each classroom at assigned site for the purpose of ensuring that the After School Program is successfully meeting the required academic growth.

Monitors/reports measurable improvement of students' academic and social performance for the purpose of maintaining accountability within the state guidelines and requirements.

Monitors/reports on site resources and support to the After School Programs for the purpose of making sure that the programs are in compliance with state grant regulations.

Monitors/reports problems in the After School setting using good communication, goal setting, conflict resolution, and time management skills to the Area Coordinator, Project Coordinator and site administrator for the purpose of maintaining effective After School Programs.

Participates in continuing in-services training program effectively for the purpose of maintaining highly-trained and skilled staff.

Provides guidance to the After School Program leaders and staff for the purpose of maintaining an effective program and ensuring satisfactory performance.

Provides/promotes leadership and teamwork to site program leaders at assigned site for the purpose of coordinating and implementing the After School Program at the assigned site.

Works effectively with the Project Coordinator, Area Coordinator, school principals, teachers, school staff and parents for the purpose of maintaining good communication, program efficiency and keeping them informed and involved in the After School Program at the assigned site.

Skills, Knowledge and/or Abilities Required:

Skills to:

- use a personal computer;
- use effective and appropriate communication techniques with students, parents, staff, agencies and community members;
- work with core curriculum and know where and how to access core curriculum content material;

Knowledge of:

- After School Programs;
- basic concepts of child development;
- computer software Microsoft Office and its components;
- After School curriculum;
- basic concepts of typical child behavior characteristics;

Ability to:

- interact with youth in a positive and effective manner;
- communicate effectively with adults and students;
- read and write effectively;
- establish and maintain effective and collaborative working relationships with others;
- plan for effective, meaningful integration of student instruction;
- work some flexible hours (e.g., evenings and some weekends).

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

Job-related experience is desired.

Education Required:

High school diploma or the equivalent.

Associate's Degree or higher academic degree, or completion of 48 units at an accredited college or university, or passage of the county Instructional Aide Assessment Test.

Course work in child development, or related area, and/or volunteer experience with students is desirable.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:
Valid California Driver's license and proof of automobile insurance.
Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-exempt November 2006

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.