



### **Position Classification Summary**

Plan, organize, coordinate and participate in the evaluation of school district afterschool programs to meet the needs of students. This position work collaboratively with students, staff, schools, community partners, and families to develop, implement, and promote high quality educational programs to promote student growth and increase student achievement.

### **Distinguishing Characteristics**

Positions in this classification may coordinate the day-to-day work of afterschool staff such as educational assistants, volunteers, community partners, work study students, and others. May be asked to participate in the interview process for other positions.

### **Supervisory Relationships**

Reports to and is supervised by the building principal and/or District Afterschool Coordinator. May organize and oversee the work of educational assistants.

### **Essential Functions**

1. Recommend and assist in the implementation of program goals and objectives.
2. Implement program guidelines and procedures.
3. Plan, prioritize, assign, instruct, coordinate and review the work of afterschool program staff, volunteers and interns involved in the areas of assignment.
4. Participate in recruiting, hiring, training, and providing technical supervision to afterschool staff.
5. Provide information and answer questions for the public; investigate complaints to recommend and implement corrective actions as necessary to resolve complaints.
6. Plan, develop, coordinate, implement, and evaluate academic and recreation before/after school programs and services.
7. Market and promote programs and services including the preparation of fliers, newsletters, pamphlets, brochures, and public speaking.
8. Work cooperatively with community partners and other agencies to provide a balanced program.
9. Research, develop, prepare, and present various reports on programs and activities. Ongoing collection of data to ensure efficiency and effectiveness of program goals and objectives.
10. Monitor and evaluate program budgets. Assist in budget preparation and monitor and control expenditures; the preparation of cost estimates for budget recommendations; development of justifications for budget items.
11. Monitor program compliance with laws, rules, regulations, and policies related to provision of program services.
12. Ensure the safety of patrons, general public, equipment, vehicles by identifying and implementing risk management procedures and practices.
13. Coordinate the scheduling and reservation of District facilities for use.
14. Recruit volunteers through effective marketing techniques.
15. Promote programs through culturally competent outreach projects such as holding open houses, hosting tours, and community presentations.
16. Facilitate trainings for afterschool staff as needed.
17. Coordinate and facilitate monthly staff meetings.
18. Collaborate with other School Program Coordinators and other staff to provide coordinated, successful, and effective programming.
19. Work effectively with site administration and staff to identify students for the program.
20. Manage and coordinate all aspects of registration processes, transportation, and meal programs.
21. Create and implement an effective student behavior management system in accordance to school district policies and best practices.

22. Ensure equity in provision of programs and ensure diversity in all programming and staffing aspects in accordance with district policy.
23. Attend work daily in order to carry out and discharge all other essential functions of the position.
24. Ensure compliance with all applicable local, state, and federal laws and regulations.
25. Maintains regular and prompt attendance.
26. Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Knowledge and ability to work effectively with all students with particular attention to the physical, academic, emotional, and social needs of youth.
2. Ability to outreach and program for a diverse variety of student needs including language, academics, ability, income-level, familial status, gender, race, ethnicity, and sexual orientation.
3. Strong organizational skills and the ability to plan, prioritize and coordinate programs and staff.
4. Ability to speak and present information to a variety of audiences.
5. Strong positive interpersonal skills, mediation skills, problem-solving skills, and the ability to communicate effectively, both orally and in writing.
6. Ability to work in a culturally competent and effective manner with diverse groups of people including but not limited to staff, volunteers, administrators, and the general public.
7. Ability to exercise diplomacy and sound judgment in confronting and resolving conflicts and complaints.
8. Ability to work independently with minimal direct supervision.
9. Adaptability to organizational, supervisory, community, and program changes.
10. Responsive to diverse and ever changing needs of the program, district, and public.
11. Ability to control expenditures.
12. Ability to effectively market programs and services.
13. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
14. Ability to acquire First Aid certification upon request.

**Minimum Qualifications**

Education and Work Experience

1. Must be Highly Qualified according to No Child Behind (NCLB); **AND**
2. Graduation from a two year college with major course work in education, community services, human services, recreation, public administration or related field; and at least two years of experience in recreational programming, social services, human services, community services or related areas; **OR**
3. Graduation from a four year college or university in education, community services, human services, recreation, public administration or related field; **OR**

Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the job. Assessment and approval of variations is performed by the Human Resources Department.

**Work Environment**

Work is performed in a classroom or other similar type environment at schools, other District facilities, community centers, etc.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA - Classified
<b>Pay Grade</b>	Grade 12
<b>Developed by</b>	Jason Mak & Sharon Tabor; 2009
<b>Reviewed/Revised by</b>	Dr. Celia Feres-Johnson – <i>Director, Human Resources; September, 2013</i>
<b>Approved by</b>	Dr. Celia Feres-Johnson, Director of Human Resources
<b>Last revised</b>	9/23/2013; 2009