

JOB DESCRIPTION

AFTER SCHOOL PROGRAM TEACHER LIAISON

STIPEND – Up to \$4,000

BASIC FUNCTION:

Under direction of the Assistant Superintendent for Educational Services or designee, to bridge the divide between regular day and extended day by providing coaching and mentoring to informal educators to implement intervention and enrichment activities designed to encourage student achievement in a fun and organized environment.

DUTIES AND RESPONSIBILITIES:

1. Provide enthusiastic school site leadership for extended day programs
2. Ensure environments that are safe, healthy, and conducive to student learning.
3. Serve as the bridge-builder between site Professional Learning Collaborative findings and extended day program support.
4. Translate student achievement data into specific action plans for extended day activities.
5. Actively involves Special Education staff in the development of student assistance models.
6. Create and coach informal educators to implement engaging curriculum, interventions, and enrichment activities.
7. Facilitate program aide training in the delivery of curriculum, instruction, and activities.
8. Coach informal educators to implement tutoring strategies for students in academic subjects such as reading, writing, math, and other areas.
9. Models lesson planning and instruction to be delivered to students by extended day aides.
10. Mentor staff and students in a variety of learning and life experiences.
11. Assist with behavior management, and discipline, and model appropriate interpersonal actions.
12. Assist in the recruitment and enrollment of students into extended day programs and activities.
13. Promote participation of students, school staff, parents, and volunteers.
14. Participate in staff trainings and professional development opportunities.
15. Organize and facilitate professional development activities for program staff (shadowing, coaching, instructional strategies, English Learner strategies, etc.)
16. Organize and attend parent outreach activities (one per trimester minimum/evening or Saturday)
17. Other related duties as assigned

TRAINING AND EXPERIENCE:

- Valid California Teaching Credential.
- 3+ years of classroom experience preferred.
- Experience managing others, providing professional development or similar leadership role.
- Ability to analyze qualitative and quantitative data.

KNOWLEDGE AND ABILITIES:

- Knowledge of school administration, personnel, and ethical workplace activities.
- Ability to utilize assessments and data to develop intervention curriculum and activities.
- Ability to create and implement enrichment activities (i.e., athletics, arts).
- Knowledge and support of the District's vision and mission.
- Ability to collaborate with staff to provide a comprehensive approach to problem solving.
- Computer literate with extensive experience using Microsoft Office (i.e. Word, Excel).
- Understanding of behavior management and effective disciplinary techniques.
- Excellent verbal and written communication skills with strong ability to follow instructions.
- Highly organized with exceptional interpersonal and partnering relationship building skills.
- Enthusiastic and highly motivated with proven leadership and team-building skills.

FUNDING:

Grant Funded – ASES

Anticipate 130 hours per year (approximately 43 hours per trimester)

\$30 per hour not to exceed \$4,000 maximum annual stipend

Sample Trimester Hours

District/Staff meetings: 2-5 hours

Power Hour Observation/Training: 24 hours

Family Outreach: 4 hours

Planning Time: 12 hours

Board Approved: January 16, 2013