

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	After School/ Extended Day Lead	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-32/CSEA 125 Salary Schedule

(Former Classification: After School Program Coordinator and Extended Day Program Coordinator)

BASIC FUNCTION:

Under general direction of an assigned supervisor, oversee, plan and coordinate a variety of activities for students at the central office location or an assigned after school program site in the areas of academic support/homework, wellness, personal development, and academic enrichment; oversee the day-to-day operations of the program; ensure compliance with health and safety standards; plan, coordinate, implement and assign work duties in a reasonable, timely manner to instructional assistants, tutors, and work-experience students to meet the needs of the students, families and sites.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Oversee, plan and coordinate a variety of activities at the central office or an assigned after school program site to provide all students and families access to high quality education options; oversee the day-to-day operations of the program. *E*

Ensure compliance with health and safety standards; inspect facility daily to ensure clean and secure conditions to promote a safe learning environment for students and staff. *E*

Plan, coordinate, implement and assign work duties to after school instructional assistants, tutors, and work-experience students; train and review the work of assigned staff to meet the needs of the students and families; conduct in-services and other staff meetings as assigned. *E*

Develop and implement age-appropriate curriculum, learning experiences and interactions to develop a variety of skills and enhance self-esteem and foster independence in support of student achievement. *E*

Supervise, discipline, release or drop students according to established procedures. *E*

Provide opportunities for study periods for assigned schoolwork to meet the needs of the students; assist with students individually or in a small group, tutoring, supervising, reinforcing or following-up on lessons to provide students access to a variety of learning options and activities to achieve their personal best; assist students with homework as needed. *E*

Order, purchase and provide materials and supplies for activities; shop for materials as assigned. *E*

Prepare and maintain records related to student information, attendance, inventory and related activities; receive, record and deposit payments according to established guidelines. *E*

Assist English Language Learner's by providing proper examples, emotional support, a friendly attitude and general guidance to create a safe learning environment and present students' opportunities to achieve their personal best; assist in registration activities, as appropriate. *E*

Coordinate community involvement program activities to established collaborative relationships with staff, families, students and the community. *E*

Administer First Aid and CPR. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, hold 48 college units or NCLB compliant equivalent with at least fifteen (15) Early Childhood Education units preferred; four years experience working with school-age children in an organized setting, and some experience working with a diverse range of people.

LICENSE REQUIREMENTS:

Valid First Aid and CPR certificate issued by an authorized agency.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Parental conflict management.

Guidance principles and practices.

Positive behavior reinforcement techniques.

Basic and age-appropriate curriculum taught in District schools, with emphasis on literacy, math, science, and values education.

Program guidelines, policies and procedures, and accurate recordkeeping techniques.

Classroom procedures and conduct.

Safe practices in classroom activities.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Principles and practices of supervision and training.

Computer skills and software programs including but not limited to word processing, spreadsheet, and email.

Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Plan, coordinate, implement and oversee after school program activities

Assign work duties and clear expectations to program assistants and work experience students.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Determine appropriate actions within clearly defined guidelines.

Work independently with little direction utilizing teamwork and collaboration.

Observe health and safety regulations.

Maintain accurate records and prepare reports.

Administer First Aid and CPR.

Operate handheld communication equipment.

Understand and follow both oral and written directions effectively

Prioritize and schedule work to meet schedules and time lines.

Understand and work within scope of authority.

Learn new or updated computer systems/software programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to monitor and oversee students; hearing and speaking to exchange information; physical agility to demonstrate games and activities; bending at the waist to assist students; sitting or standing for extended periods of time; dexterity to operate a computer; reaching overhead, above the shoulders and horizontally and bending at the waist to retrieve files from cabinets and shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions