

DELANO UNION SCHOOL DISTRICT

After School Site Manager

Brief Description of Job

To assist in improving student achievement by coordinating site-level after-school program activities designed to meet academic, physical and social needs of students.

Administrative Relationship

Works under the supervision of a variety of certificated persons as directed by the Assistant Superintendent-Instruction.

Major Duties and Responsibilities

1. Facilitates school effort to promote academic, physical, and social success of students by coordinating variety of after-school programs designed to increase academic achievement and improve overall educational experience
2. Assist certificated staff in developing, organizing and implementing activities to increase student participation in after-school program
3. Assists with parent and community contacts including but not limited to telephone calls and miscellaneous communications
4. Maintains current knowledge of related State and District standards in order to assist in promoting school and community understanding of after-school programs; attends meetings and in-service training as required
5. Serves as site liaison for after-school program to District staff and community as assigned
6. Keeps records, makes reports and performs routine clerical duties related to position
7. Performs other related duties as assigned
8. Perform walk-throughs of classrooms for program compliance
9. Handle student discipline and parent communications
10. Work on training agendas for weekly site meetings
11. Keep staff informed of trainings/meetings/events
12. Communicate with day teachers and office staff
13. Plan site events
14. Maintain constant communication with After School Activity & Academics Instructor/clerical staff

Qualifications

1. Training, education and/or experience in program designed to improve academic, physical and social skills for elementary age students
2. Demonstrated knowledge of and ability in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate
3. Ability to work effectively with students and others of diverse ethnic, racial, cultural, educational and economic backgrounds
4. Ability to communicate effectively with students, staff and public; skill and accuracy in oral and written expression
5. Willingness and ability to work flexible schedule
6. Valid California driver's license and personal automobile for use on District business
7. Bilingual ability may be required depending on assignment

Experience

Prior experience working with children is highly desirable.

Education

1. Graduation from high school or equivalent
2. Must pass a District-administered test of basic education skills
3. Must have:
 - a) Completed two years of study at an institution of higher education; or
 - b) Obtained an associate's (or higher) degree; or
 - c) Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment
4. Knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as Appropriate, reading readiness, writing readiness, and mathematics readiness)

Salary

Salary Range 31

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists instructional personnel with presentation of learning materials and in conduct of instructional exercises;
2. Tutors individual students and small groups of students to reinforce and follow-up learning activities;
3. Monitors and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;
7. Operates and assists students in the operation of a variety of instructional media machines and equipment;
8. Assists students with activities to develop small muscle and eye-hand coordination;
9. Administers routine first aid and requests assistance for nonroutine injury or illness;
10. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
11. Participates in parent conferences, as requested;
12. May assist in making community resources available to students and/or families.

13. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|---|----------------|------------------|---|----------------|
| 1. Seldom | = | Less than 25 % | 3. Often | = | 51 - 75 % |
| 2. Occasional | = | 25 - 50% | 4. Very Frequent | = | 76 % and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations
- 4 b. Ability to stand and circulate for extended periods of time
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation
- 3 f. Ability to bend and twist, kneel and stoop, run and crawl
- 2 g. Ability to lift at least 20 lbs.
- 2 h. Ability to carry at least 15 lbs.
- 3 i. Ability to reach in all directions

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.