

**STOCKTON UNIFIED SCHOOL DISTRICT
AFTER-SCHOOL SITE PROGRAM FACILITATOR**

DEFINITION

The After-School Site Program Facilitator position will be primarily responsible for assuring compliance of each site with all rules and regulations set forth by the District and the Academic Tutoring Programs office. Act as a liaison between school site staff and administrative and Academic Tutoring Programs office and parks and recreation.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Coordinator of Academic Tutoring Programs and the site administrator. Will support and direct the work of program support staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Facilitate the day-to-day operations of the after-school program working closely with the after-school teacher and the City of Stockton-Parks and Recreation staff.

Participate in the implementation of all necessary systems to support the after-school program activities including recordkeeping, data collection; maintain assessment results.

Compile lists of referred students and results; compile individual student data records.

Collect pre and post test data from the after-school teacher.

Maintain and prepare daily, weekly and monthly reports on attendance and progress of students, maintain and prepare daily, weekly and monthly reports on attendance of tutors and facilitate payroll of tutors.

Maintain and inventory supplies for tutorials.

Close the school site at the end of each day.

Daily distribution of and record keeping of the afternoon snacks and make this record available to Food Services staff.

Assist students in developing a positive self-image and interpersonal relationships with peers and adults by interacting with students, parents and other SUSD and Parks and Recreation staff.

Attend required training and meetings as requested.

Contact parents as needed.

Perform related duties as assigned.

Knowledge of:

- Social, emotional and educational issues related to children, adolescents and various ethnic and cultural groups
- Knowledge of basic educational processes
- Knowledge of a variety of techniques, curriculum and processes used to teach literacy and math to school aged children
- Operation of personal computers and software applications

Ability to:

- Work an alternate shift schedule
- Float from group to group providing direction and assistance when necessary to assure an effective implementation of the after-school program
- Organize work projects; establish priorities and timelines for project management and report preparation
- Establish and maintain cooperative working relationships with site staff, department employees and employees from the City of Stockton Recreation Department
- Speak and write clearly and effectively
- Maintain confidentiality/confidential records
- Work with culturally diverse students, staff and parents
- Understand and interpret district policies and guidelines

Experience and Education:

Two years of college (minimum 48 semester units) or possession of an Associates degree or higher or proof of certification through a local assessment which meets the requirements of "No Child Left Behind" AND two years of responsible work experience with a preference given to experience coordinating a youth program, a recreation program or other educational program. Possession of a valid California driver's license required. Possession of a valid First Aid Certificate is required within six months from the date of hire. Possession of a valid CPR Certificate is desirable.

CSEA Chapter 318

Salary: Incremental Salary Schedule

Placement According to Units

Board Adopted: 05/19/04