

STOCKTON UNIFIED SCHOOL DISTRICT

AFTER SCHOOL PROGRAM COORDINATOR

DEFINITION:

The After School Program (ASP) Coordinator position will be primarily responsible for assuring District and grant compliance of several after school program sites with all rules and regulations set forth by Stockton Unified School District's After School Program.

SUPERVISION RECEIVED AND EXERCISED:

The After School Program Coordinator will receive direction from the Administrator of After School Programs.

EXAMPLES OF DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). 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 principle job elements.)*

Conduct after school program site visits and provide strategic analysis to after school programs throughout the District. **E**

Communicate with ASP administrator, school site administrators, facilitators, staff, teachers, and partner agencies.

Provide professional development to afterschool program staff to ensure district and grant compliance and foster exemplary practice. **E**

Provide leadership, develop models, approaches, systems and procedures and other tools for use by after school program staff in strengthening work plans and initiatives for the promotion of quality after school programs. **E**

Participate in all necessary systems to support the after school programs activities including recordkeeping, data collection, and maintaining assessment results.

Implement staff development trainings (one on one or in group setting) to advance understanding and application of ASP components and action plans. **E**

Facilitate and support relationship between program facilitator and program coordinator of partner agency. **E**

Collaborate with school site administration and academic hour teacher coordinator based on academic program intervention needs.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Working as an After-School program coordinator or facilitator.
- Assisting students in developing a positive self-image and interpersonal relationship with peers and adults by interacting with students, parents and other SUSD and Partner staff.
- Group leadership and facilitation skills.
- Maintaining and inventorying supplies for tutorials and enrichment program.
- Maintaining and preparing daily, weekly and monthly reports on attendance and progress of students, and facilitate partner staff monthly reports.
- Social, emotional and educational issues related to children, adolescents and various ethnic and cultural groups.
- Various techniques, strategies, curriculum and processes used to teach literacy and math to school age children.
- Operation of personal computers and software applications such as Synergy, Microsoft Word, Excel and Outlook.

Ability to:

- Design a plan for improving sites with ASP administrator.
- Communicate complex and difficult issues in an agreeable and professional manner.
- Attend required training and meetings as requested.
- 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 partner agencies.
- 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, grant requirements and program plans.
- Work an alternate shift schedule.

Education and Experience:

- Bachelor's Degree from an accredited college or university
- Minimum of three years of ASP coordinator/or site facilitator experience.

License or Certificate:

- Possession of 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 valid CPR Certificate is desirable.

WORKING CONDITIONS:

Environment:

Employees in this position will be required to work indoors and outdoors in office, classroom and school environments.

Physical Demands:

Employees in this position must have/be able to:

- Walk long distances while visiting various school campuses in any given day.
- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

Hazards:

Employees may come in contact with dissatisfied or abusive individuals.

Salary Placement:

Management Team Salary Schedule

Tier 5, Range 03

Board Approval: 12/11/12, 02/26/19

Management re-alignment effective 03/01/19