

Job Title: BEFORE/AFTER-SCHOOL PROGRAM SPECIALIST

Definition:

Under the general direction of the Assistant Superintendent of Educational Services and/or the Director of Special Programs, the Before/After-School Program Specialist assists in the planning, implementation, and monitoring of all before/after school programs, summer school, intersession, and before/after school tutoring programs. The Program Specialist will assist in the hiring process, supervision, and payroll monitoring of program personnel; works collaboratively with District and site Administrators to coordinate and manage facilities; develops and monitors program budgets; works collaboratively with District, site, and program personnel to identify, order, and distribute appropriate curriculum; and regularly monitor and evaluate student progress and program effectiveness.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordination of after-school and intersession programs with regular school day program, schedule and services
2. On-call when programs are in session until staff confirm all students have been picked up
3. Work with site coordinators and tutors to ensure continuous guidance and standards-based academic instruction, enrichment, and intervention
4. Supervision of academic portion of after-school programs
5. Liaison between program staff and site coordinators
6. Liaison between school site administrators and after-school program staff
7. Parent liaison regarding behavioral, attendance, and other issues as needed
8. Fiscal monitoring and accountability for program resources, materials, and personnel
9. Program evaluation and measurements
10. Complete all reports, and other documents, as required
11. Assists District Administration and City personnel in the recruitment and hiring of staff to serve as recreation leaders, tutors, or site coordinators
12. Plan and conduct professional development of all program staff as needed including, but not limited to, classroom management, conflict resolution, peer mediation, after-school intervention programs
13. Attend all meetings and trainings connected to program administration
14. Other duties as assigned

Minimum Knowledge, Skill and Ability:

Knowledge of:

- A range of teaching strategies necessary to meet the needs of students in different contexts including English Learners and at-risk students
- Organizational management
- Basic technology tools
- Personnel management
- Development and management of budgets and/or fiscal accountability
- Coordination and presentation of professional development

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Skill and Ability to:

- Balance time commitments and responsibilities
- Effectively utilize oral and written communication skills
- Work cooperatively and effectively with others
- Mediate disputes
- Provide positive public relations
- Effectively use student data management system
- Maintain professional confidentiality

Training and Experience

- Clear California Multiple-Subject Teaching Credential
- A minimum of three (3) years successful teaching experience in a K-8 program
- Recent experience as a full-time classroom teacher
- Recent experience in coordination of before/after school programs
- Demonstrated leadership abilities

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside and outside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- May be required to take and pass a physical examination
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- May be required to work evenings or weekends
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings
- Must have a valid California driver's license and be insurable
- Utilize own vehicle for transportation as needed

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data	X		
Organize		X	
Write	X		
Plan	X		
Multi-Task		X	

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer		X	
FAX Machine	X		
Radio/Walkie-Talkie		X	