

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL PROGRAM ASSISTANT COORDINATOR

BASIC FUNCTION:

Under the direction of the Director, After School Program, assist in the administration and supervision of the After School Program in accordance with school district policies and in compliance with State and federal regulations; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

- Assist in the administration and supervision of the After School Program in accordance with school district policies and in compliance with State and federal regulations.
- Review and provide feedback for after school curriculum calendars; distribute to parents, Director, and after school staff.
- Assist Director with staff development, program development, parent communication and innovation of special methods and approaches to instruction and care.
- Serve as a resource in the identification, selection and use of instructional materials, curriculum and methodologies.
- Prepare weekly staff sheets; monitor and review staff attendance logs and evaluate staff performance in accordance with the after school programs and District policies.
- Observe, consult with and evaluate classified After School Program Site Team Leaders, After School Program-Workers, and After School Program Enrichment Workers, as assigned in adherence with evaluation calendar.
- Review staff supply requests needed for the After School Program; monitor expenses of the after school sites; conduct annual inventory of program materials; assure fair distribution and rotation of program materials. Report snack order to Accounting Specialist.
- Conduct safety inspections of after school facilities and communicate corrections needed to ensure safety at all times.
- Review staff time sheets; submit time sheets to the Director for approval and the district office for payment with a designated time schedule.
- Determine staff availability and staff schedule during school year and on optional days; delegate preparation of program planning to After School Program Site Team Leaders and staff; organize field trips and assemblies for optional days including location, cost, transportation, permission slips and other matters.
- Contact substitutes to cover for staff as needed; update substitute list with current hours substitutes are available; cover after school sites as necessary.
- Participate and assist in the facilitation of after school leadership team meetings, conferences, in-service training programs, and care needed during parent nights. Assist After School Program Site Team Leader with facilitation of site staff meetings and site trainings.
- Work collaboratively with site and district personnel.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic needs and characteristics of school age children.
- Curriculum planning, instructional techniques and strategies, organization and facilitating care in an after school program.
- Oral and written communication skills.
- Principles and practices of managing a child care program.
- Applicable laws, codes, regulations, policies and procedures.
- Computer software applications for communication, research and data reporting.
- Principles and methods of child development and management.
- Proper evaluation methods.

ABILITY TO:

- Assist in the administration and supervision of the After School Programs in accordance with school district policies and in compliance with State and federal regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct, manage, train and evaluate the performance of assigned staff.
- Establish and maintain effective working relationships with faculty, staff, parents, community members and others.
- Conduct effective program evaluations.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in child development or closely related field and two years experience working with children to grade 6 in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid CPR and First Aid.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom, office, and outdoor environment.
- Driving a vehicle to conduct work.
- Noisy at times.

PHYSICAL DEMANDS:

- Lifting children and heavy objects.
- Bending at the waist, kneeling, crouching and crawling.
- Reaching overhead, above the shoulders and horizontally.
- Standing for extended periods of time.
- Seeing to monitor student activities and behavior.

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 23.