

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of the After School Program and Early Childhood Development Center, assist in the direction, administration, supervision and coordination of the After School Program in accordance with school district policies and in compliance with state and federal Out of School Time (OOST) regulations; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

- Assist in the direction, administration, supervision, and coordination of the After School Programs in accordance with school district policies and in compliance with State and federal regulations.
- Provide leadership, support, and accountability in the development, implementation and coordination of the district's After School Programs to meet the needs of the district's diverse student population.
- Be available to serve as the point person of the After School Programs Department when the Director is unavailable.
- Provide support, leadership and expertise in assessing, identifying, formulating, and implementing the district's goals/objectives as well as maintaining and carrying out adopted policies of the Governing Board and district administration.
- Delegate functions and responsibilities to qualified employees (if applicable) in such manner that the total program operates effectively and provides professional learning for ASP team members; coordinate schedules.
- Support in the development, implementation and evaluation of annual goals and objectives for the After School Programs.
- Work with Director to prepare marketing materials for the all ASP programs including original design and print ready products.
- Provide leadership and collaborate with site team leaders, after school program staff and school office teams to ensure the effectiveness of all After School Programs.
- Train and provide work direction to office staff as assigned; provide input during performance evaluations as requested.
- 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.
- Assist Director with the management of student registration activities of after school programming, year-round.
- Assist Director with communicating, organizing, managing and evaluating independent contracts and instructors for the enrichment program. Maintain records of compliance for independent contractors hired to provide services.
- Collaborate with colleagues and vendors to identify and implement emerging trends, technologies, and methodologies for the support of students in OOST programs.
- Serve as a resource in the identification, selection and use of instructional materials, curriculum and methodologies.
- Participate in the planning and implementation of ongoing (Camps, Enrichment, DSC, ASP), and new programs.

- Observe, consult with and evaluate classified After School Program Staff, as assigned in adherence with evaluation calendar. 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.
- Conducts meetings and utilizes technology to maximize job performance.
- Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action.
- Work collaboratively with the Director, ASP office team, district office staff members, Principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy.
- Works independently with minimal direction; establishes and maintains project deadlines; manages multiple projects; works with a variety of individuals and groups; communicates orally and in writing and travels to various locations.
- 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.
- Leadership, program planning and implementation.
- Oral and written communication skills.
- Principles and practices of managing District Programs with an emphasis on school Age After School Programs.
- Applicable laws, codes, regulations, policies and procedures.
- Computer software applications for communication, research and data reporting.
- Computer software applications for marketing and graphic design (Adobe Suite desired).
- Principles and methods of child development and leadership.

ABILITY TO:

- Assist in the direction, 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:

Bachelor's degree in child development or closely related field and five years of increasing responsibility working in an OOST program with at least two years in a leadership role.

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 26.