

**RIVER DELTA UNIFIED SCHOOL DISTRICT
AFTER SCHOOL SITE COORDINATOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To coordinate all after school activities and staff; to monitor the safety and activities of students at all times.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the after-school director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate staff and students, making sure there is at least 1 staff member for every 20 students.
2. Schedule activities, staff and volunteers.
3. Take roll daily and enter into attendance spreadsheet; send spreadsheet to afterschool director at the end of each month.
4. Take snack count daily; tally daily snack counts and send to Director of Food Services at the end of each month.
5. Write summary of activities for the monthly ASP newsletter.
6. Maintain payroll records.
7. Maintain student behavior and discipline.
8. Keep records of student discipline for program files.
9. Maintain a safe environment for students by monitoring all activities.
10. Over-see student check-out, making sure every student is signed out daily.
11. Report any unsafe conditions to the custodian and after school director.
12. Conduct staff meetings at least once a month.
13. Take over the job responsibilities of staff members as needed.
14. Verify all volunteers and staff have met requirements of the after-school program.
15. Administer beginning and the end of year surveys; record results of survey and analyze with after school director.

Marginal Functions:

1. Ensure a safe and clean learning environment for students.
2. Prepare displays.

QUALIFICATIONS

Knowledge of:

Must have a high school diploma or equivalent.
Must pass district administered Proficiency test.
Effective methods of controlling student behavior.
Basic English.
Basic first aid and CPR.

Ability to:

Supervise students.
Deliver a lesson.
Follow oral and written instructions.

Communicate effectively with adults and students.
Maintain emotional control during difficult situations; effectively react to emergencies.
Encourage positive learning patterns and behaviors.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Attend ongoing trainings.

Experience:

Some experience working with and leading children.

Job Profile:

Salary Range 11; Step C

Certified position.