

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
AFTER SCHOOL PROGRAM TEACHER/COORDINATOR

REPORTS TO: PRINCIPAL/DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

The After School Program Coordinator coordinates, plans, and evaluates the after school program. The after school activities involve children, adults, adolescent volunteers, and instructors. Oversees afterschool students in physical activities on playgrounds, recreational areas and athletic fields. Aids in preserving the unity of classroom advancement by tutoring students who have difficulty comprehending.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. An AA Degree or 48 units above high school education is required
3. A valid California Teaching Credential, multi-subject preferred

KNOWLEDGE AND ABILITY:

1. Knowledge of After-school programs
2. Knowledge of techniques of student motivation
3. Knowledge of staff recruitment
4. Knowledge of meeting state requirements
5. Knowledge of basic operation of computer terminals
6. Knowledge of basic office methods, practices, and procedures
7. Knowledge of standard English usage
8. Knowledge of safe work practices
9. Ability to successfully interact with children, adolescents and adults
10. Ability to work in an instructional and recreational environment; plan, coordinate, and oversee an effective after-school program
11. Ability to perform moderate physical activity
12. Ability to plan, organize, and prioritize own work to meet deadlines
13. Ability to be flexible and receptive to change
14. Ability to effectively communicate in both oral and written forms with community organizations

ESSENTIAL DUTIES/TASKS:

1. Maintain an effective and safe learning environment and plan and deliver lessons on expected behaviors
2. Gather and maintain students' academic, attendance and discipline records
3. Give weekly feedback/information on student progress to teachers and administrator via e-mail
4. Plan and coordinate all aspects of the after school program and develop calendar to be presented to administrator at start of each semester
5. Supervise children, adult, and adolescent volunteers
6. Coordinate preparation of snack
7. Coordinate ongoing enrichment activities
8. Assist with and coordinate recreational and academic instruction

9. Provide for ongoing regular communication and coordination with school administrators, teachers specialists, school board and community
10. Write year end reports for the project
11. Assist with developing, maintaining, and monitoring project budget
12. Be accountable for all facilities and equipment
13. Maintain confidentiality

NON ESSENTIAL DUTIES/TASKS:

1. Continually network with public and private agencies in order to provide ongoing services to student and families
2. Perform a variety of clerical tasks
3. Effectively promote collaboration and communication from community

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Constantly; throughout work shift on concrete, grass, track, court, uneven surfaces, etc. Frequently; throughout work shift while performing afterschool classroom duties.
- **Sitting:** Seldom.
- **Lift/Carry:** Occasionally, 1-10 pounds; recreation equipment. Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. Seldom up to 35-45 pounds while assisting injured students. Seldom up to 150 pounds when moving students out of danger.
- **Push/Pull:** Occasionally; using one or both hands exerting a force up to 10-80 pounds while moving supplies or controlling disruptive student behaviors
- **Climbing/Balancing:** Occasionally; steps and stairs at school sites and climbing on playground equipment to assist students. Rarely; may use step stool
- **Bending/Twisting:** Occasionally; at waist/knees/neck while participating in physical education activities, demonstrating activities, and assisting students
- **Kneeling/Crouching/Crawling:** Occasionally; while assisting students in physical activities
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties and participating in recreational activities. Overhead reaching may be required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Constantly required while supervising and observing students at play. Requires visual acuity, near/mid/far range and peripheral vision.
- **Other Physical Demands:** Occasionally; may be required to move quickly to assist student to maintain safe play environment. Must be able to take off from a standing position to a sprint as needed, able to change directions quickly.

MENTAL

- Must be able to work independently and follow through on all tasks assign
- Must possess good communication skills; working with all types of students
- Able to communicate to develop team work
- Must have interpersonal skills to handle behavior problems, resolve disputes and motivate students
- Must be able to monitor multiple activities on crowded playground and after school room
- Must constantly be alert and able to move quickly and provide vigilance for safety of students
- Must be able to remain calm in dealing with injury or other safety related situations
- Must be able to motivate and discipline after school students as required

ENVIRONMENT/WORK CONDITIONS`:

- **Location:** Varies depending on weather. Up to 50% outdoors subject to typical weather conditions. 50% with in the afterschool classroom setting
- **Hazards:** Unexpected movements of students at play, slippery surfaces, uneven terrain, disruptive student behaviors
- **Equipment Used:** General office equipment, computer, 10-key, copier, sports equipment, and outside equipment
- **Safety Equipment:** None required

Created: 9/13/2016