

PERSONNEL

AFTER SCHOOL PROGRAM LEAD ACTIVITY LEADER Salary Schedule 5 Range 5

DEFINITION

Under the direction of the After School Site Supervisor, the Lead Activity Leader will coordinate staff and supervise students at one after school site as well as provide educational enrichment and recreational activities to students in the After School Education and Safety (ASES) grant funded program.

DUTIES

1. Provide day to day coordination of staff and supervision of students at one after school site.
2. Maintain district/school discipline policy and handle discipline issues to assure a safe environment for students and staff.
3. Communicate with parents, students, principals and classified staff regularly about program goals, objectives, and concerns.
4. Assists in creating a physically and emotionally safe and nurturing environment for students and staff.
5. Supervises all participants to insure a safe and organized program that adheres to school and district policies.
6. Promotes and supports positive relationships with students, staff, parents, community and all school staff.
7. Designs, plans, and facilitates age appropriate activities in accordance with state standards with groups of no more than twenty (20) students.
8. Prepares and reviews lesson plans with after school site supervisor according to school, district and grant requirements.
9. In a timely manner, advises Site Supervisor of supplies, materials, and other forms of support needed for prepared activities.
10. Willing to participate in local and out of the area regional and district sponsored workshops, trainings, conferences and other learning opportunities that may occur outside of the regular work day or week.
11. Attends and participates in all scheduled staff meetings.
12. Fosters school site pride by leaving a clean environment after activities; encourages staff and students to maintain a clean site.
13. Assists with other duties as assigned.

QUALIFICATIONS

1. Knowledge of correct English usage, spelling, grammar, and punctuation.
2. Knowledge of basic arithmetic concepts.
3. Knowledge of the general needs and behavior of children.
4. A desire and ability to work with children.
5. Knowledge of the techniques and methods of youth supervision.
6. Knowledge of school rules pertaining to student behavior.
7. Willingness and ability to be flexible.
8. Willingness to follow the After School Mission Statement and school site goals.
9. Included are the following essential physical requirements:
 1. Seldom = Less than 25 percent
 2. Occasional = 25-50 percent
 3. Often = 51-75 percent
 4. Very Frequent = 76 percent and above
 - 3 a. Ability to sit for extended periods of time.
 - 4 b. Ability to stand for extended periods of time and ascend and descend steps.
 - 4 c. Ability to see for the purpose of reading laws, codes, rules, policies and other printed matter and observing students.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
 - 3 f. Ability to bend and twist, kneel and stoop.
 - 2 g. Ability to lift 50 lbs.
 - 2 h. Ability to carry 50 lbs.
 - 3 i. Ability to reach all directions.

EXPERIENCE

Some work experience involving contact with children in an educational setting.

EDUCATION

1. Proof of High School Diploma (or GED); AND,
2. Rigorous standard of quality on formal state assessment or local assessment; OR
Achieving 48 units of study at an institution of higher learning; OR
Obtaining an AA (or higher) degree

TERM OF EMPLOYMENT

1. Must have Department of Justice fingerprint clearance and current T.B. clearance
2. Subject to grant funding

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EVALUATION:

Performance of this job will be evaluated in accordance with the District and Board Policy

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.