

LASSEN COUNTY OFFICE OF EDUCATION

PROGRAM LEADER LASSEN AFTER SCHOOL

TITLE: Program Leader

QUALIFICATIONS:

1. Ability to use computer programs and technology, fluently.
2. Must have excellent English usage skills and have the ability to communicate and listen effectively in both oral and written expression.
3. Implements child and youth learning activities, such as academic achievement, educational enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, and cultural groups and events 100% of the time.
4. Ability to use techniques and methods of student supervision and behavior management 100%.
5. Understands cultural and physical differences and needs of children in assigned activities.
6. Effectively work with students of differing ages, abilities, and backgrounds.
7. Establishes and maintains effective working relations with program and school personnel.
8. Possession of valid California Driver's license.
9. Possession of valid First Aid and CPR cards.
10. Ability to follow directions and function professionally within the program.
11. Maintains confidentiality by not releasing any information regarding students, parents/guardians, or staff.
12. Ability to follow school policies and procedures.
13. Two years' experience required in development and implementation of children/youth programs and activities, related to K – 12 educational systems and sites.
14. Knowledge of state requirements regarding records and data collection.
15. High School Diploma and passage of the CODESP Test, or 48 semester units of college credit, or A.A. Degree.

REPORTS TO: Program Manager and LCOE Administration

PERFORMANCE RESPONSIBILITIES:

1. Implements and monitors academic, enrichment, health, and recreational experiences for students.
2. Assists in the tutoring of students in academic subjects, such as reading, writing, math, and other areas.
3. Works effectively with students in After School activities and assists with behavior management, discipline, interpersonal actions, and act as a role model.
4. Support environments that are safe, healthy, and conducive to student learning, which includes facility cleaning.
5. Assists in the recruitment of students into After School programs and activities.
6. Provides the At-Risk Program snacks and accurately record the names of students receiving them.
7. Supports coordination of activities with school representatives.
8. Participates in staff meetings and professional development opportunities.
9. Attends local and regional trainings as necessary to fulfill After School grant requirements.
10. Provides safe transportation of students from school to home. Must follow all traffic laws and report accidents/incidents immediately to the LCOE administration.

Ratified Monday, July 18, 2016

11. Supervises students enrolled in the After School Program.
12. Promotes participation of students, school staff, volunteers and parents.
13. Follows appropriate procedures for attendance tracking.
14. Provides explicit direct instruction to students during the Program.
15. Performs all other related duties as assigned.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS OF THE JOB:

There is some degree of physical ability and exertion required of all After School positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, After School staff could be expected to:

- Stand, sit, and/or move about for sustained periods.
- Lifting, carrying, pushing and/or pulling 70 lbs. maximum with frequent lifting and/or carrying of children/objects up to 50 lbs.
- Move about in non-traditional instructional environments; i.e., areas of the community.
- Exposure to outdoor weather conditions.
- Facility to drive a vehicle.
- Report to multiple work sites in a given day or during the work week.
- Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
- Conduct instructional programs within pre-designated break periods and time schedules.
- Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the employee to control at the time.

TERMS OF EMPLOYMENT: Salary placement shall be determined by the Superintendent in accordance with the Collective Bargaining Agreement, Appendix A.

EVALUATION: Performance of this job will be evaluated annually in accordance with the negotiated bargaining unit agreement.

Employee: _____

Date: _____

Administrator: _____

Date: _____