

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL ACADEMIC PROGRAM COORDINATOR (APC)

BASIC FUNCTION:

Under the direction of Learning Support Services Program Specialist in charge of after school programs, participate in the management of the After School Education & Safety (ASES) program, After School Safety & Enrichment for Teens (ASSETs) program or site based after school programs.

ESSENTIAL FUNCTIONS:

Oversee the management of the school site's ASES/ASSETs program, which includes: creating master schedules, developing program goals, monitoring and adhering to all aspects of grant compliance for the ASES/ASSETs program.

Provide leadership for effective parent and community involvement including establishing appropriate workshops and other activities for parents such as enrollment in Adult Education classes or Parent University and coordinating with community-based organizations to provide Family Literacy opportunities.

Work closely with administration, regular day staff and counselors to develop processes and procedures for targeting students and selecting academic support and interventions for the target population as they pertain to the ASES/ASSETs program.

Monitor and organize attendance functions; prepare letters and/or contact parents as needed regarding absences or late arrivals to the ASES/ASSETs program.

Supervise and evaluate the performance of designated certificated and classified personnel in the ASES/ASSETs program.

Develop, administer and monitor the ASES/ASSETs budgets; assure proper allocation of funds for personnel and instructional and enrichment opportunities, as well as for curriculum and materials.

Develop and administer disciplinary procedures for the ASES/ASSETs program in accordance with District policies and State laws; confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints according to established guidelines.

Supervise students on campus after school; monitor students during the program times; discipline students according to established guidelines.

Interview, select, evaluate and supervise certificated and classified personnel in the ASES/ASSETs program.

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Direct the implementation of staff development to update ASES/ASSETs staff on revised policies and procedures; implement changes, as necessary and appropriate.

Maintain and expand partnerships with community-based organizations to enhance the opportunities for students attending the ASES/ASSETs program.

Work closely with administration and regular day staff to ensure continuity between regular day and ASES/ASSETs programs.

At select elementary sites, oversee the management of the school site's PreK program, which includes: assisting with monitoring of the PreK classrooms and student files to assure all aspects of grant compliance for the Head Start/State/Title I programs.

Collaborate with Principal and District Administration to meet the needs of Pre-K staff, children and parents at the school site.

Supervise and evaluate the performance of designated Pre-K certificated and classified personnel.

Monitor attendance of PreK students on SISWEB and work with Office Assistant and teachers to ensure attendance procedures are being followed and classes are fully enrolled.

Participate in professional development to become a reliable Pre-K observer for the Classroom Assessment Scoring System (CLASS).

Facilitate Pre-K site level meetings and PreK/K articulation meetings.

Attend Pre-K Academic Program Coordinator meetings every other month or as needed due to federal/state grant reviews or implementation of special programs.

Attend all mandatory District level meetings.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of assigned program and activities.

Instructional standards.

Oral and written communication skills

Applicable laws, codes, regulations, guidelines, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software

Board and District policies, procedures and regulations.

ABILITY TO:

Assist the Principal and Vice Principal with administrative duties involving student conduct, curriculum development and school plant operation as assigned.

Prepare and deliver oral presentations.

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Communicate effectively both orally and in writing.
Direct, evaluate and supervise assigned certificated and/or classified staff.
Interpret, apply and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain comprehensive reports.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Sit for extended periods of time.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REUQUIRED:

Any combination equivalent to: bachelor's degree and three years of classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential
Valid Administrative Credential

WORKING CONDITIONS:

ENVIRONMENT:
Office environment