

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resources

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

AFTER SCHOOL COORDINATOR – ELEMENTARY AND MIDDLE SCHOOL

Title:	After School Coordinator – Elementary and Middle School	Reports To:	Coordinator of After School Programs or Designee
Department:	Academic Achievement & Accountability	Work Year:	185 Days per year
Classification:	CSEA Classified	Salary	Classified (CSEA) Salary Schedule
Date Approved:	April 2015		

DESCRIPTION OF POSITION:

Under the direction of the school site principal, the After School Program Coordinator develops, implements, and coordinates an extended day program at an elementary/middle school.

REPRESENTATIVE DUTIES:

- Plan, implement and coordinate an extended day program based on the requirements of the grant funding and district guidelines. E'
- Work collaboratively with school staff, students, parents/caregivers, collaborative agencies, and community members. E
- Work collaboratively with Site Administration and District After School Coordinator to
 - Recruit and enroll students for the after-school program participation.
 - Plan for, coordinate and lead after school staff.
 - Plan for, coordinate and lead outside agencies.
 - Supervise students.
 - Supervise and coordinate extended day activities. E
- Work collaboratively with Site Administration and District's After School Coordinator to develop and implement the after-school program budget, including preparing requisitions for materials and the related required expenditure documentation. E
- Work collaboratively with outside agencies to enhance program offerings. E
- Implement and maintain accurate student attendance records and report to the District coordinator within given timelines. E
- Communicate regularly with parents/caregiver on all aspects of program participation. E
- Based on site needs, participate in school-day related activities that impact students in after school program as determined by site administration and site coordinator. E
- Communicate effectively with teachers and administrators of regular day program.
- Participate in instructional support through assistance in classroom(s) one hour per day to connect regular day programs with afterschool support E
- Build partnerships with community organizations to fulfill the academic and enrichment components of the grant including personal and social needs of students and families. E

- Attend meetings and professional development that may occur outside the regular work site an work hours as required. E
- Perform regular duties as required. E

EDUCATION AND CREDENTIALS:

- High school graduation or equivalent.
- Experience working with groups of children, professional or volunteer.
- Professional job experience with progressively greater responsibilities.
- Must meet the minimum qualifications as described by the requirements of the “No Child Left Behind Act” through one of the following:
 - an Associate Degree or higher or;
 - forty-eight (48) units from an accredited institution of higher learning or;
 - a passing score on an approved NCLB Para Educator examination.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods, practices and procedures.
- Correct punctuation, spelling and grammar.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Child growth and development.

ABILITY TO:

- Organize and prioritize work.
- Maintain accurate records and meet time lines.
- Work effectively with students, staff and parents/caregivers in a diverse setting.

LICENSES:

- Must have appropriate California Driver’s License and be insurable by the District’s carrier.

WORKING CONDITIONS: Environment: Office

PHYSICAL REQUIRMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	3
Twist	3	Lift/carry 11-25 lbs	3
Squat	3	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	4	Sit	3
Extend/Flex Neck	3	Drive	3
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

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Approved by:  _____
Dr. Gigi Patrick, Ed.D., Chief Human Resources Officer

Date: 7/1/2020