

**JAMESTOWN SCHOOL DISTRICT**  
**After School Program Leader**  
**(Position # A-J-7)**

The After School Program Leader will be responsible for the overall operation of the after school program which serves approximately 80 students at Jamestown Elementary School. The Program provides both academic assistance and enrichment activities.

**MINIMUM QUALIFICATIONS DESIRED**

- Child Development Center Instructional or Supervisory Permit or A combination of qualifying experience and education

**And**

- No Child Left Behind Certification for Instructional Assistance
- Computer skills including word processing, spread-sheet, and database use.
- Knowledge of: Principles of human growth and development, effective tutoring strategies and age appropriate arts and crafts, games and sports; recordkeeping techniques, child nutrition, health, and safety
- Ability to: Supervise and direct children, be sensitive, loving and kind, provide leadership and stability to the program and staff. Serve as a good role model. Establish and maintain good working relationships with staff, parents and students. Use positive guidance techniques to correct student behavior. Maintain confidentiality. Communicate effectively through spoken and written words. Organize work efficiently and meet deadlines
- Plan and implement the program in accordance with federal, state and district requirements, program policy and general philosophy of the program.
- Supervise site staff, and train new staff.
- Coordinate with teachers to provide relevant academic support program
- Keep accurate program records and documentation, including lunch count, attendance records, sign in sheets, schedules and planned activities, student behavior records.
- Plan and operate summer school programs

Salary per 2022-2023 Classified Salary Schedule Range G  
\$16.49 - \$19.60 per hour (5.75 hrs./day)

\*Work year will follow School District calendar  
Monday – Friday 12:15 PM – 6:00 PM\*

\* Schedule may be altered to assist the needs and demands as they relate to COVID-19, and on early release/minimum/conference days.

If interested, please submit application on-line via [www.edjoin.org](http://www.edjoin.org):

Questions please contact:

Kimberly Rown, Director of Business Services  
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