

## **AFTER SCHOOL PROGRAM LEADER**

### **DESCRIPTION**

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 word. Organize work efficiently and meet deadlines

### **DUTIES**

- 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.
- Be able to work independently while maintaining the teamwork needed to allow consistency of program content and integrity.
- Be able to interpret and apply rules and regulations as appropriate.
- Work closely with school district personnel.
- Be responsible for the orderly arrangement, appearance and learning environment of the site.
- Coordinate the program with the school's schedule and calendar.
- Supervise and participate in site activities including tutoring, crafts, and sports.
- Plan and coordinate activities and calendar with needed supplies. Submit orders to Program Manager. Be familiar with materials, purchasing guidelines and procedures.

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- Treat all children with dignity and respect, while helping to build confidence and self-esteem through one-on-one interaction.
- Be available to talk to children enrolled in the program and establish an atmosphere to encourage their expression of feelings and ideas.
- Provide feedback and required reports to Program Manager.
- Be responsible for the safety of the children enrolled.
- Administer pre and post program tests and maintain progress reports of children.
- Develop, coordinate a Summer School Program including managing both students and staff.

The above statements are intended to describe the general nature of work being performed. Individual assignments vary depending upon district and project goals, grade levels, and teaching methods. They are not intended to be an exhaustive list of all duties and responsibilities.

<b>Essential Job Functions</b> (Constantly = Over 2/3 time, Frequently = 1/3-2/3 time, Occasionally = Under 1/3 time, Seldom = Under 7% time)
<b>PHYSICAL</b>
<ul style="list-style-type: none"> <li>• <b>Standing/Walking:</b> Frequently; throughout workshift while performing classroom duties, physical activity classes, recess supervision, field trips.</li> <li>• <b>Sitting:</b> Occasionally; while performing classroom duties.</li> <li>• <b>Lift/Carry:</b> Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available.</li> <li>• <b>Bending/Twisting:</b> Occasionally; at knees/waist/neck while throughout day.</li> <li>• <b>Push/Pull:</b> Occasionally, exerting a force of 5-20 pounds; while moving supplies.</li> <li>• <b>Climbing/Balancing:</b> Rarely; may use step stool.</li> <li>• <b>Kneeling/Crouching/Crawling:</b> Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.</li> <li>• <b>Hands/Arms:</b> Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.</li> <li>• <b>Sight/Hearing/Speech:</b> Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.</li> </ul>
<b>MENTAL</b>
<ul style="list-style-type: none"> <li>• <b>Must possess necessary communication skills, written and oral to complete assignments.</b></li> <li>• <b>Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students.</b></li> <li>• <b>Must be able to work independently with assigned student and exercise creative problem-solving ability.</b></li> <li>• <b>Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to staff and assigned students.</b></li> </ul>
<b>Work Conditions</b>
<ul style="list-style-type: none"> <li>• <b>Location:</b> Work is performed 80% within the school classroom setting. 20% is an outdoor educational setting such as physical education, recess, walking, field trips.</li> <li>• <b>Hazards:</b> May include slippery surfaces.</li> <li>• <b>Equipment Used:</b> General office equipment, computer, 10-key, copier, sports equipment, outside equipment.</li> <li>• <b>Safety Equipment:</b> None required.</li> </ul>

Salary Range: Salary and Range as identified on the most current Classified Salary Schedule

Employment Period: Approximately-215 days per year, based on the school calendar

Approved by Jamestown School District Board of Trustees August 10, 2022