

Southern Kern Unified School District Position Description

Position Title: **Site Coordinator**
Department: After School Education & Safety Program (ASES)
Reports To: Site Principal and ASES Program Coordinator

SUMMARY: ASES Site Coordinator will, under supervision of the Site Principal and After School Coordinator plan for and facilitate a wide variety of social, recreational, community activities and academic interventions for a child enrichment program. Will assist in providing quality learning interventions that promote academic growth. Will direct and participate in collaboration and communication with others regarding program needs, offerings, and other applicable program issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Plan for and organize a variety of activities and interventions for children.
- Assist in the development of lessons and activities, preparation of materials.
- Project genuine enthusiasm about working with staff and children.
- Maintain supervision of program participants and activities.
- Pursue and arrange staff development opportunities.
- Assist in maintaining various kinds of records including, but not limited to: attendance, snacks, etc., as well as evaluation or assessment activities.
- Monitor program activities and direct the work of programs impacting recreation, social, cultural activities, and academic interventions.
- Assist in leading small group instruction.
- Administer first aid to students as necessary.
- Facilitate parental notifications (telephone and/or written form).
- Attend meetings and training sessions as requested.
- Oversee the maintaining of a safe environment for students (facilities, equipment, etc.).
- Monitor the set up and maintenance of program facilities and activities.
- Be available to students, staff and parents throughout dismissal of all students within the program.
- Provide assistance and support to other staff members within the program.
- Review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Supervise students.
- Interpret and apply rules and regulations as appropriate.
- Perform related duties as assigned.
- Accompanies participant groups at special events or on program outings.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervises ASES staff at assigned site as well as students

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

- High School Diploma or GED required
- Must be NCLB compliant. Must possess one of the following: forty-eight (48) college semester units, AA Degree or higher, or pass District NCLB Paraeducator Test.

EXPERIENCE:

- Experience assisting implementation of children and/or youth programs and activities.
- Experience related to K-12 educational systems & sites.

KNOWLEDGE OF:

- Correct oral and written English usage, spelling, grammar, punctuation, and arithmetic processes.
- Operation of modern office machines, including but not limited to computers; methods and procedures including software applications used in a modern environment.
- Formats and procedures for entering and retrieving various types of data and reports.
- Record keeping techniques.
- Effective and efficient communication techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Child growth and development principles.
- Behavioral management strategies.
- Techniques necessary to supervise games; plan, organize, and direct art/craft activities and educational enhancement projects.
- Understanding and knowledge of development of school age children.

ABILITY TO:

- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Direct the work of programs impacting recreation, social and academic activities.
- Perform appropriately in situations, utilizing tact, initiative, and good judgment.
- Maintain enthusiasm for and while working within a specialized program.
- Assist with setup and maintenance of program facilities.
- Assist in maintaining accurate records within various areas of the program.
- Ensure the adherence to safe work practices and procedures.
- Attend meetings and learning workshops as requested.
- Meet schedules and deadlines.
- Plan and organize; utilize time management and organizational skills.
- Perform simple mathematical calculations.
- Maintain accurate records and reports.
- Relate positively to children.
- Work confidentially.

- Establish and maintain cooperative working relationships with staff, students, and parents and others.
- Work within program schedules.
- Operate modern office equipment including computerized systems and appropriate software applications.
- Read, interpret and apply rules, regulations, policies and procedures.
- Communicate so others will be able to clearly understand normal conversation.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Reach in all directions
- Perform light physical exertion
- Stand, sit and walk for extended periods of time
- Hear and understand speech at normal levels
- Work at a desk, conference table or in meetings of various configurations
- Lift, carry, push, pull, bend, twist, stoop, kneel, run and crawl
- Lift 25 pounds
- Carry 15 pounds

CONDITION OF EMPLOYMENT:

- Fingerprint clearance required
- Current TB clearance required

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.