

Job Description for Program Leader

Roles and Responsibilities:

- Be a positive role model for students assigned to you
- Participate as part of a team with the site coordinator and other program leaders to design and implement program
- Oversee and/or direct daily literacy, homework, and enrichment/recreational activities for clusters of 15–20 children
- Work effectively and cooperatively with teachers, other site staff, and community partners
- Work effectively with parents and volunteers
- Actively participate in all required staff development workshops
- Establish and maintain a positive learning environment
- Use positive discipline and classroom management techniques with children
- Consistently enforce the rules of the Afterschool Program
- Supervise and ensure the safety of students at all times
- Record and maintain daily attendance sheets
- Ensure that classroom and other school space utilized during the program are clean and orderly
- All other duties as assigned by the Program Manager and/or Site Director

Qualifications:

- High School Diploma or GED
- 48 semester, 60 quarter units (verified by official transcript), or pass the school district Instructional Aide test
- Able to work with diverse ethnic, gender, age, and cultural groups
- Able to work with children and develop and implement programs to help them improve their academic and social skills
- Bilingual preferred