



Job Descriptions

Each position within an after school program will need a job description outlining the position's roles, responsibilities and qualifications. Programs will also need job announcements for hiring.

The Ed Code requires that staff working directly with students have the minimal qualifications for an instructional aide as determined by the district. A non-profit or city agency working in collaboration with a school district can work with the district to define what those qualifications are and agree on how to demonstrate that staff have the required qualifications. In addition the Ed Code requires that school site principals approve the program site coordinator. (See below for the Ed Code description.)

Below are sample job descriptions and announcements for various after school jobs, including District Coordinator; Site Coordinator; After School Teacher; After School Enrichment Teacher. These job descriptions are taken from actual after school programs and are intended as examples only. They are marked as "District" or "Non-District" because these entities have different requirements for job notices and hiring practices. In developing your program's job descriptions and announcements you will need to follow your district, city or organization's personnel policies.

Ed Code

8483.4. The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the schoolsite principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district.

SAMPLE 1 : *Job Description/Announcement for District After School Program Coordinator*

CERTIFICATED POSITION ANNOUNCEMENT *Program Administrator of After School Program*

General Overview

The goal of the district after school program is to raise literacy levels, improve academic performance, strengthen social relationships and provide meaningful opportunities for children in after school programs.

Intervention programs will be supported by state intervention funding, Title 1, and the ASES grant.

Position Description

The Program Administrator will work from 11:00 AM to 7:00 PM Monday through Friday. The contract will be 210 days of instruction with a stipend for summer programs.

The After School Program Administrator reports to the Director of Curriculum and Instruction.

Salary: \$80,924 – 97,181 for program administrator – Salary contingent upon state funding.

The responsibilities of The After School Program Administrator will be to:

- Provide leadership to school site program leaders to design and implement programs
- Oversee literacy, homework, nutrition, and enrichment components of 80 to 100 students per site at 5 school sites
- Work effectively with district office managers, school principals, teachers, school staff, program partners and community members
- Work effectively with parents and volunteers
- Use skills in problem solving, communication, goal setting, conflict resolution, and time management
- Use strategies to understand, manage and measure outcomes using student data and student data management systems
- Manage budgets, time claims, supply ordering and vital attendance accounting records
- Coordinate district and site resources and support to after school programs
- Provide guidance to the performance of school site leaders in an effective manner and provide corrective direction to staff, following district and program policies and procedures for evaluation
- Organize data for program evaluation requirements
- Ensure measurable improvement in students' academic and social performance

Qualifications

1. The candidate holds a state of California administrative certificate and holds a master's degree and has demonstrated a high level of competence in their teaching or administrative assignments or has demonstrated experience at district level managing of school programs and services;
2. At least 5 years of experience teaching in elementary, middle or high school students or experience working in school based and community based programs;
3. Work well with students and develop and implement programs to help them improve academic and social skills;
4. Organize direct literacy, homework, tutoring, nutrition and enrichment components for after school programs;
5. Work with diverse ethnic, gender, age, language and cultural groups;
6. Integrate district curriculum into the after school literacy and math component;
7. Plan, coordinate and implement special events involving parents and community partners;
8. Participate in district professional development sessions provided by the district, region and state agencies for After School Partnerships;
9. Test submitted for Tuberculosis Bacillus (TB) and fingerprinting;

10. Design and conduct small-group staff training sessions;
11. Currently assigned to a district or school, preferable;
12. Bilingual preferred.

Duties Will Include (but are not limited to):

1. Conduct daily supervision of program staff: site leaders, tutors, paras and recreation leaders with the program partner agencies at the program school sites;
2. Plan and provide staff development and in-service training to program staff;
3. Conduct basic training on program components to staff;
4. Acquire appropriate and adequate materials and resources to each program site;
5. Demonstrate classroom techniques and instructional strategies to program staff and sub as needed in program activities;
6. Conduct observations of site leaders and provide feedback to program staff about activities and program management;
7. Assist program staff in developing effective daily schedules and weekly/monthly lesson plans
8. Schedule program staff meetings on a regular basis;
9. Attend district, regional and state meetings as needed;
10. Submit program attendance accounting and required data and records to the district and state office;
11. Assist in the evaluation data gathering and analysis as required by grant and district reporting functions;
12. Maintain regular communication with Program Director through regularly scheduled meetings.

SAMPLE 2: *Job Description for District After School Program Coordinator*

- ✓ Support program coordinators
 - Help navigate through district procedures
 - Make sure programs are in compliance with state grant regulations
 - Help troubleshoot
 - Assist with program development
 - Help with supervision of staff
 - Plan and facilitate monthly meetings
 - Collaborate on staff recruiting and sit on all oral panels
 - Collect all personnel requisitions to make sure coded correctly, get signatures and hand deliver to position control and then hand deliver to District HR
 - Offer emotional support and guidance to staff
 - Bring resources to programs for enrichment classes
 - Advise and create systems for academic alignment with school day

- ✓ Oversee all program budgets
 - Create format for coordinators to develop budget
 - Monitor all program budgets
 - Collect deposit slips and receipts for parent fee accounts, direct coordinators to write check request, write checks to district, collect signatures, and bring to District Finance Office
 - Work with Accounting Department to make sure budgets are balancing and request any budget changes

- ✓ Community Outreach and Networking
 - Attend monthly After School Action Team Meetings
 - Attend monthly Child Care Council School-Age Work Group Meetings
 - Attend City Wide Collaborative for Youth
 - Attend Region 4 District Coordinator monthly meetings
 - Attend Integrated Resources Meetings

- ✓ Sustainability
 - Create and implement sustainability plan, including raising additional funds as needed; developing and managing partnerships; building community support; maintaining strong internal capacity for financial management, communication and reporting.

- ✓ State Grants
 - Oversee funding sources
 - Fill out all attendance forms, 4 times a year
 - Fill out expenditure reports quarterly and yearly for all site grants
 - Be in constant communication with the state to ensure compliance for all reporting

- ✓ Liaison with Nutrition Services
 - Collect snack sheets from program coordinators, log in, and hand deliver
 - Trouble shoot with coordinators and nutrition services personnel

- ✓ Evaluation
 - Distribute and collect surveys twice a year
 - Establish evaluation system
 - Work with outside evaluators, if applicable, and program coordinators to ensure all reporting is done accurately
 - Work with evaluators on quarterly and annual reports

SAMPLE 3: *Job Description/Announcement for Site Coordinator (District)*

NOTICE OF OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION

EXTENDED DAY PROGRAM COORDINATOR (0.80 – 1.0 FTE dependent on funding)

TO ESTABLISH AN ELIGIBILITY LIST FROM WHICH APPOINTMENTS WILL BE MADE.

Salary Range 52: \$3,501 - \$4,266 (Maximum reached in 5 years). It is the intent of the Personnel Commission for the XYZ Unified School District to start new hires at Step 1 of the salary schedule. Exceptions must meet one of the following criteria: **1)** The position is one that District has a difficult time recruiting quality qualified applicants, or **2)** The position is one that the District has had difficulty retaining employees.

Final Filing Date: **How to Apply:** (See reverse)

Definition: Under direction of an assigned supervisor, develop, implement and coordinate an extended day program at an elementary, middle or high school site.

Examples of Duties:

- Develop, implement and coordinate an extended day program;
- Interface with other, related school-linked service programs including but not limited to, Healthy Start, Twenty-First Century Learning Centers, and other extended day programs;
- Work collaboratively with parents, school staff, students and community members in all program activities;
- Prepare, review, revise and disseminate marketing and informational materials related to extended day programs;
- Direct and participate in student recruitment for program participation;
- Establish and maintain student attendance accounting and reporting procedures;
- Develop and implement program budget, including fee billing and collection;
- Train, supervise and coordinate extended day staff; supervise and coordinate extended day activities;
- Supervise students in all program activities;
- Communicate with parents on all aspects of student participation;
- Interface with service providers participating in program activities;
- Keep accurate and timely records concerning student participation and program activities;
- Work with consultants and other staff in program evaluation;
- Prepare and present oral, written and statistical reports on program operation and effectiveness;
- Coordinate and participate in fundraising and grant writing;
- Attend meetings that may occur outside the regular work site and work hours as required;
- Perform related duties as required.

Knowledge of:

- Related District and community programs, services and resources;

- Applicable local, state and federal laws, rules and regulations;
- Community and human relations;
- Oral and written communications;
- Interpersonal skills using tact, patience and courtesy;
- Meeting facilitation, staff training and supervision;
- Principles and practice of developmentally appropriate academic, enrichment and recreational programs;
- Coordination and program management, organization and objectives;
- Working with families and children;
- Grant writing;
- Computer and related software.

Ability to:

- Work well and collaboratively with diverse community;
- Train, supervise and provide work direction to others;
- Supervise and direct students effectively;
- Communicate effectively both orally and in writing;
- Identify program needs, develop new programs and enhance existing programs;
- Establish and maintain effective and collaborative working relationships with others;
- Maintain databases and related accounting systems;
- Prepare and edit reports and other materials;
- Conduct public meetings;
- Develop, monitor and control program budgets.

Education and experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be graduation from high school and completion of two years of college and three or more years of responsible experience involving working in youth programs, including supervisory and coordination activities.

License and Certificate:

- Possession of a valid California driver license;
- Current first aid and CPR certificates.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print;
- Require the mobility to stand, stoop, reach and bend;
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
- Require the ability to stand for long periods;
- Require the ability to walk long distances;
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent

- aspect of the job;
- Is subject to inside and outside environmental conditions;
 - May be required to provide personal transportation to access other work sites through the use of his/her personal vehicle, or some other mode of transportation, in the course of employment.

Examination:

Qualified applicants will be notified of date, time, and place of examination.

Written - 50% Oral General Fitness - 50%

The Office of Human Resources reserves the right to modify this announcement. In the event a revision is necessary, the affected persons will be notified.

SAMPLE 4: Job Description/Announcement for Program Coordinator (Non-District)

Position Title: Program Coordinator

Reports to: School Principal/Executive Director

Job Posting Date: _____

SUMMARY

After-School Program is a youth program committed to providing academic and enrichment activities to youth in XYZ. We work with elementary school youth, in grades 1-5.

The Program Coordinator is responsible for oversight, development, and implementation of the after school programs and services. This position oversees an annual program budget of approximately \$200,000 and directly supervises 2 AmeriCorps Members (2FTE), and 1 Program Assistant (0.5FTE), and is ultimately responsible for all volunteers and consultants who work in the after school program.

RESPONSIBILITIES AND DUTIES

A. Leadership and Management

- Provides overall management, vision, planning, and direction for all elementary programs, budgets, staffing, and clients.
- Develops and maintains positive and effective relationships with school district personnel, government officials, community leaders, educators, school officials, community partners, foundations, and other individuals or organizations involved in youth development.

B. Programs and Services

- Oversees and manages programs and services for students and families. Provide overall guidance and key decision-making for programs, budgets, staffing, and clients.
- Plans, organizes and coordinates, implements, monitors and evaluates program components to ensure that programs (academic and enrichment) are providing high quality services that are cost-effective, well staffed, and able to meet program funding contract requirements and guidelines in a timely manner.
- Monitors and supports student progress across programs and services.

C. School, Family, and Community Collaborations and Networks

- Participates and builds key relationships with the XYZ Unified School District, parent/guardian/family, City of XYZ, XYZ Parks & Recreation, and other community networks related to programs and services.
- Provides key external communications related to programs and services, including participation in external meetings, events, conferences, trainings.

- Maintains communication with all school-related and community collaborations and networks supporting the after school program.

D. Human Resources

- Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, hiring, and supervising department staff and volunteers, performance evaluations, goal setting, professional development, and addressing complaints about supervisees' work; and participating in training and orientation of new staff and in training and orientation of existing staff taking on new responsibilities.
- Schedules, plans and conducts monthly (or as needed) staff meetings, providing oversight and motivation to staff.
- AMERICORPS: Supervises AmeriCorps Members placed programs (2 FTE).
- STAFF: Supervises contracted staff for programs and services, including organizing and providing resource materials for direct service providers.
- VOLUNTEERS: Coordinates and facilitates after school volunteer services with training in service delivery (including classroom management, conflict resolution, volunteer supervision, curriculum & teaching, matching).

E. Development, fiscal Management, Grant management, and program evaluation

- Authors and provides reports for programs and services .
- Maintains accurate records, files, and data systems for grant reporting (e.g., attendance, student data – qualitative and quantitative, standardized testing scores, comparison & participant group data, etc . . .).
- Develops and maintains relationships with school district and sites to facilitate appropriate data collection.
- Assists the Executive Director in the planning and modification of program, and plans for new or existing program activities and operations.
- Prepares and submits draft annual program budget to the Deputy Director and oversees After School Program budget.
- Reviews and submits monthly, quarterly, and annual program reports as necessary; assures the effective implementation and successful completion of program requirements.

F. Other

- Works on strategy, community relations, grant-related, advocacy, organizational, and development and fundraising projects as needed

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

This list of knowledge, skills, and abilities is intended to be comprehensive. Competitive candidates may possess some of these qualities, with greater strengths or deeper experience levels in specific areas.

- Bachelor's Degree preferred. Teaching Credential, Master's preferred (e.g., Education).
- Excellent supervision, management, and leadership skills, including knowledge of mentoring, evaluating, and inspiring staff.

- ❑ Excellent organizational and independent working skills.
- ❑ Excellent office management and computer literacy (IT) skills (including MS Office applications, FileMaker Pro database, internet research).
- ❑ Excellent written, oral communication, networking, negotiation (conflict management and resolution), and presentation skills.
- ❑ Experience with after school program development and coordination, curriculum development, finance/budget monitoring, and direct youth services coordination.
- ❑ Experience with No Child Left Behind requirements and other state and federally funded after school programs.
- ❑ Experience supervising full-time staff.
- ❑ Experience with fundraising and development (e.g. grant management, grant proposal writing, and report writing).
- ❑ Experience with and knowledge of research methods, program evaluation, data assessment systems.
- ❑ Experience with community outreach and education, school district operations, community collaborations, and multicultural education.
- ❑ Knowledge of XYZ communities, community resources, and school-linked services.
- ❑ Enthusiasm for community education and commitment to youth development and services.
- ❑ Bilingual and bicultural skills desirable, but not required.
- ❑ Ability to work some flexible hours (e.g., evenings and weekends).

SALARY AND BENEFITS

Competitive Salary DOE (depending on experience) (1.0 FTE).
(INSERT BENEFITS HERE)

HOW TO APPLY

Please send, email, or fax cover letter and résumé to: (INSERT HIRING CONTACT HERE)

The After School Program is an equal opportunity employer and is committed to staff diversity. Our programs, services, and staff positions are funded by contributions from individuals and corporations, and by private foundation and public grants. All continued employment is dependent upon the organization's ability to maintain appropriate and adequate funding levels. All staff positions are subject to the final approval of funding resources and of the Board of Directors.

SAMPLE 5: *Job Description/Announcement for After School Teacher (Non-District)*

Position Title: After-School Program Teacher - GENERAL

Reports to: Elementary Program Coordinator

Hiring date:

Agency Summary:

After-School Program is a youth program committed to providing academic and enrichment activities to youth in Oakland. We work with elementary school youth, in grades 1-5.

After-School Program Teacher Job Description:

- Develop and instruct enrichment activities for youth, including short-term and long-term plans for the class.
- Monitor student progress and needs as appropriate.
- Provide documented lesson plans for all activities.
- Prepare students for performances or presentations as appropriate.
- Teachers work 2 hrs/day, 5 days/wk – for a total of 10 hr/wk.

Qualifications:

- Demonstrated involvement and commitment to the youth community.
- Experience (volunteer/paid) working with youth.
- Good administrative and supervisory skills.
- Demonstrated knowledge of workshop activities and curriculum.
- Experience teaching enrichment content to youth.

Salary & Benefits:

Hourly rate DOE. Benefits are not included.

How to Apply:

Please submit your cover letter & resume to the attention of Alice Smith, Program Coordinator. Contact information is provided above, or e-mail with attachments to alice.smith@asp.org with Program Instructor in the subject line. All applicants must submit information by 8/1. Qualified applicants will receive an email or phone call to set up an interview.

SAMPLE 6: *Job Description/Announcement for After School Enrichment Teacher (Non-District)*

Computer Teacher Job Description

[Your Program's Name]

[Your School Site's Name]

[Your Address]

[Your Phone #]

Computer Instructor

The Computer Class is designed to help elementary students learn and explore basic skills and applications for computer use through a fun, interactive approach. Lessons include teaching students basic information about Word, Excel, internet & internet research, designing webpages, etc..

After-School Enrichment Teacher Job Description:

- Develop & instruct enrichment activities for youth, including short-term and long-term plans for the class.
- Monitor student progress & needs as appropriate.
- Provide documented lesson plans for all activities.
- Prepare students for performances or presentations as appropriate.
- Instructors work 2 hrs/day, 5 days/wk – for a total of 10 hr/wk.

Qualifications:

- Demonstrated involvement & commitment to the youth community.
- Experience (volunteer/paid) working with youth.
- Good administrative & supervisory skills.
- Demonstrated knowledge of computer activities and curriculum.
- Experience teaching computer applications/technology to youth.

Salary & Benefits:

Hourly rate DOE. Benefits are not included.

How to Apply:

Please submit your resume & cover letter to the attention of Alice Smith, Elementary Program Coordinator.