

SANTEE SCHOOL DISTRICT

OUT-OF-SCHOOL TIME COORDINATOR

JOB SUMMARY:

Under the general supervision of the Director of Out-of-School Time Programs or designee, the Out-of-School Time Coordinator will support the classified staff, consultants, community partners, etc., necessary for the successful implementation of the out-of-school time programs; such as Project SAFE, the After School Education and Safety (ASES) grant, Youngsters Advancing and Learning Everyday (YALE) Preschool Program, Children and Families Ready 4 School (CFR4S) Programs, etc. as assigned.

EXAMPLES OF DUTIES:

Successful candidates will coordinate, develop and implement out-of-school time programs, including a meaningful academic and enrichment program for preschool, elementary, intermediate and middle school students. This may include expertise in the following areas:

Academic and Enrichment Programming

1. Work with school and program staff to provide programs that are aligned to the District's Strategic Plan and the needs of the individual school community.
2. Work with school and program staff and consultants to provide academic and enrichment activities related to the program's funding terms and conditions, goals, and objectives.
3. Select curriculum, assemblies, and other activities that are age, developmentally and culturally appropriate.

Community Involvement

1. Cultivate, develop and build partnerships and community collaborations to expand Out-of-School Time programs and activities.
2. Develop better means of communication among program stakeholders (staff, students, school, parents, community, etc.)
3. Assist with Parent Advisory Councils to improve the out-of-school time programs.
4. Develop opportunities for students to participate in service learning projects that will benefit the community.

Youth Development and Positive Activities Programs

1. Provide Youth Development Training including clubs, peer programs, leadership, and mentoring.

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EXAMPLES OF DUTIES - continued:

Planning

1. Convene advisory councils at the district, site, and student level for the purpose of planning and evaluating activities and programs.
2. Convene staff and collaborator meetings as needed for program review and improvement.
3. Provide evaluation reports as requested in compliance with grants.
4. Monitor student attendance in the activities that are offered.
5. Work with the program staff to market the programs.
6. Work with the Director to provide staff development opportunities.
7. Monitor programs for compliance with grant funding terms and conditions.
8. Adjust the program plan, as needed, to maximize results.

Other

1. Supervise and evaluates out-of-school time staff as assigned.
2. Interpret and carries out district policies and procedures.
3. Participate in meetings and conferences pertaining to the out-of-school time programs.
4. Work with the Director to monitor incoming funds and expenditures.
5. Work with the Director to operate grant funded programs in compliance with the funding terms and conditions of the grant's budgetary guidelines.
6. Perform the duties of the Director of Out-of-School Time Programs in the Director's absence.
7. Perform other duties as might be requested and which are appropriate to out-of-school time programs.

QUALIFICATIONS

Knowledge and Abilities:

1. Strong training and leadership capabilities.
2. Strong oral and written communication skills.
3. Demonstrated knowledge of Out-of-School Time programming for children and youth.
4. Theory and practice of child and youth development.
5. Demonstrated knowledge of and sensitivity to the needs and interests of families from various socioeconomic communities.
6. Previous experience working with and respect for cultural diversity.
7. Willingness to work as a productive and collaborative team member.
8. Previous experience in developing collaborative working arrangements with community organizations, community groups, and governmental agencies.
9. Demonstrated organizational skills.

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Knowledge and Abilities – continued:

10. Demonstrated skills in managing change, convening, facilitating, and listening.
11. High energy.
12. Flexibility.
13. Good sense of humor.

Education and Experience:

Possession of a Bachelor's Degree in education, child development, recreation, psychology or related fields or equivalent work experience in a field related to child and youth development, including ECE units comparable to Site Director under California Community Care Licensing guidelines. Prefer experience in after school programming and/or preschools, working with children, families, community groups, schools and public agencies in the areas of education and its related fields.

Licenses and Other Certification:

Possession of a First Aid/CPR/AED Adult & Child Certificate issued by an authorized agency. Current California Driver's License.

Characteristics:

Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.

Working Conditions:

Office, classroom and off campus setting and playground environments: subject to walking, bending, stooping, lifting, subject to noise, standing for long periods, temperature extremes.

BOARD APPROVED: April 1, 2008

BOARD REVISED: June 15, 2010