

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: AFTER SCHOOL PROGRAM ASSISTANT SITE TEAM LEADER**

### **BASIC FUNCTION:**

Under the direction of the Manager, After School Programs, After School Programs Assistant Manager and After School Program Site Team Leader, assist in the facilitation, implementation and coordination of learning activities for students enrolled in the After School Program at a specific school site in accordance with school district policies and in compliance with State and federal regulations.

### **REPRESENTATIVE DUTIES:**

- Support Site Team Leader in management of After School Program at a specific school site, including assisting in inventory and supply management, ordering, and assisting with site staff organization to ensure adequate supervision in a safe environment for all students in classroom and playground activities.
- Ensure a warm, caring, and stimulating environment for students to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Participate in the After School Program Leadership Team meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- Assist Site Team Leader in the management of staff, including but not limited to, facilitation of site staff meetings and site trainings, both ongoing and for new employees.
- Utilize a variety of instructional techniques and strategies to enhance and develop the social, emotional, physical, and cognitive development of the children; assist children with learning activities and encourage their participation in such activities.
- Assist with management and maintenance of records and logs regarding student's schedule of activities, maintain and update paperwork; receive, respond to or route inquiries from staff, parents and the community regarding the After School Program, including but not limited to, daily activities and/or concerns.
- Assist in Site Team Leader responsibilities and fill in as needed, if Site Team Leader is off campus.
- Charge and discharge students; sign in and check out students to parents and guardians; check and verify proper identification according to established procedures; note special instructions provided by parents or guardians.
- Supervise and maintain classroom in a sanitary, neat and orderly manner including, sanitizing work tables and kitchenette; cleaning and disinfecting play areas; cleaning serving and eating areas after meals; organizing play areas; arranges classroom displays and bulletin boards.
- Coordinate and utilize behavior management strategies to monitor and support students' behavior; utilize an articulated behavior plan; report behavior concerns to appropriate personnel as required.
- Evaluate health of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow district health policy.
- Assists Child Nutrition Services Program by following protocol and policy for meal distribution (e.g. arrange food and beverage items, cleans equipment and serving areas to

maintain sanitary conditions, unloads carts to ensure good and/or beverage items are available for service, etc.)

- Provides complete and accurate documentation and audit trail records for meals served and reports meal item counts for purpose of compliance with reporting procedures.
- Perform related duties in Child Nutrition Services Program as assigned.
- Perform related duties as assigned and assist on special projects for the After School Programs Department as requested.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Curriculum planning, organization and facilitating and providing care.
- Instructional techniques and strategies.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Computer software applications for communication, research and data reporting.
- Behavior management techniques and strategies.
- CPR and First Aid.

### **ABILITY TO:**

- Assist children with instructional and playground activities.
- Learn constructive play and instructional activities appropriate for school age children.
- Learn child guidance principles and practices.
- Create a warm and caring environment.
- Plan and implement age appropriate curriculum to meet all developmental needs as assigned.
- Meet schedules and timelines.
- Work effectively with individuals and groups of school-aged children.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Maintain classroom in a clean, sanitary, orderly and safe condition.
- Assist children with personal needs.
- Maintain records.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and related experience working with children.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid CPR and First Aid.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Classroom and outdoor environment.
- Driving a vehicle to conduct work.
- Noisy at times.

### **PHYSICAL DEMANDS:**

- Standing for extended periods of time.
- Bending at the waist to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.

### **HAZARDS:**

- Exposure to communicable diseases.

## **TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

## **SALARY:**

Placement on the Classified After School Programs Salary Schedule on Range 2.