

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL PROGRAM SITE TEAM LEADER

BASIC FUNCTION:

Under the direction of the Manager, After School Program and After School Program Assistant Manager, assist in the management of staff and care, supervision, training and coordination of learning activities for children 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:

- Ensure a warm, caring, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Coordinate and facilitate curriculum planning, preparation and implementation of learning materials and curriculum calendars; 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. Distribute copy of curriculum calendars to Manager and Assistant Manager.
- Monitor inventory and order supplies needed for the After School Programs; conduct monthly inventory of program materials; assure fair distribution and rotation of program materials. Supervise maintenance of equipment.
- Organize site staff to ensure adequate supervision in a safe environment for all children in classroom and playground activities.
- Manage and maintain records and logs regarding children's schedule of activities, maintain and update paperwork, communicate with parents, Manager and Assistant Manager regarding daily activities and/or concerns.
- Maintain records and logs of staff attendance and performance to report to Assistant Manager.
- Charge and discharge children; sign in and check out children 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 positive behavior management strategies to monitor and support children's 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.
- Perform routine clerical duties such as filing and duplicating instructional materials.
- Participate in the After School Program Leadership Team meetings, conferences, in-service training programs, and parent education and involvement activities as assigned. Facilitate site staff meetings and site trainings.
- Serve as liaison to site administration, health tech and custodial staff.
- 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.
- Mentor and coach After School Program staff.
- Participate in After School Program staff evaluations and feedback.
- Perform related duties as assigned.

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.
- Nonviolent Crisis Prevention Intervention (CPI)
- Social Emotional Learning

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.
- Coach, mentor and train staff.

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.
Valid Food Handlers Certification
CPI Certification

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, prepare materials and operate a computer keyboard.

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 Salary Schedule on Range 15.