

TITLE: **SITE LEADER, AFTER-SCHOOL PROGRAMS**

QUALIFICATIONS:

1. Training, education and/or experience in programs designed to improve academic, physical and social skills for elementary age students
2. High school diploma and passage of Kern High School District proficiency test; college course work in related field and knowledge of California standards in reading and mathematics instruction desirable
3. Demonstrated knowledge of and ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate
4. Ability to work effectively with students and others of diverse ethnic, racial, cultural, educational and economic backgrounds
5. Ability to communicate effectively with students, staff and public; skill and accuracy in oral and written expression
6. Willingness and ability to work flexible schedule
7. Valid California driver's license and personal automobile for use on District business
8. Bilingual ability may be required depending on assignment

REPORTS TO: Administrator as assigned

JOB GOAL: To assist in improving student achievement by coordinating site-level after-school program activities designed to meet academic, physical and social needs of students

PERFORMANCE RESPONSIBILITIES:

1. Facilitates school effort to promote academic, physical, and social success of students by coordinating variety of after-school programs designed to increase academic achievement and improve overall educational experience
2. Assists in developing, organizing and implementing activities to increase student participation in after-school program
3. Assists with parent and community contacts including but not limited to telephone calls and miscellaneous communications
4. Maintains current knowledge of related State and District standards in order to assist in promoting school and community understanding of after-school programs; attends meetings and inservice training as required
5. Serves as site liaison for after-school program to District staff and community as assigned
6. Keeps records, makes reports and performs routine clerical duties related to position
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule, class 25

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.