



## **JOB DESCRIPTION**

### **ASSISTANT EXPANDED LEARNING PROGRAM COORDINATOR**

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#### **DEFINITION:**

Under the direction of the After School Program Coordinator, assist in the administration and supervision of the Expanded Learning Program in accordance with school district policies and in compliance with State and federal regulations; train, supervise and evaluate the performance of assigned staff.

#### **ESSENTIAL DUTIES:**

- Assist in the administration and supervision of the Expanded Learning Program in accordance with school district policies and in compliance with State and federal regulations.
- Review and provide feedback for after school curriculum calendars; distribute to parents, Coordinator, and after school staff.
- Assist Coordinator with staff development, program development, parent communication and innovation of special methods and approaches to instruction and care.
- Serve as a resource in the identification, selection and use of instructional materials, curriculum, and methodologies.
- Prepare weekly staff sheets, monitor and review staff attendance logs in accordance with the expanded learning program and District policies.
- Review staff supply requests needed for the Expanded Learning Program; monitor expenses of the after-school sites; conduct annual inventory of program materials; ensure fair distribution and rotation of program materials.
- Identify safety concerns of expanded learning school facilities and communicate corrections needed to always ensure safety.
- Review staff time sheets; submit time sheets to the Coordinator for approval and the district office for payment with a designated time schedule.
- Determine staff availability and staff schedule during school year and on optional days; delegate preparation of program planning to Expanded Learning Program Site Team Leaders and staff; organize field trips and assemblies for optional days including location, cost, transportation, permission slips and other matters.
- Contact substitutes to cover for staff as needed; update substitute list with current hours substitutes is available; cover after school sites as necessary.
- Participate and assist in the facilitation of after school leadership team meetings, conferences, in-service training programs, and care needed during parent nights. Assist Expanded Learning Program Site Team Leader with facilitation of site staff meetings and site training.
- Work collaboratively with site and district personnel.
- Ensure that the school is in compliance with ASES Program requirements.
- Oversee the attendance process for students in the program.
- Promote a positive and respectful atmosphere for students, staff, parents, and visitors.

- Assist in monitoring the established programs including enrichment activities, behavior management and emergency procedures.
- Oversee students moving about the campus for the purpose of ensuring student safety.
- Perform a variety of tasks incidental to the operation of the program including preparation of materials and coordinating staff coverage.
- Create purchase orders, order supplies, and inventory and store them upon receipt.
- Perform general clerical duties such as shredding, scanning, copying.
- Participate in problem solving to improve program delivery.
- Collects and inputs new memberships and monitors sign-in/out sheets for the program.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: AA degree in child development or closely related field and two years' experience working with children in an organized setting.

##### Desirable Qualifications:

- Previous experience working in after school programs.
- Computer skills, knowledge of databases and word processing.
- Bilingual (Spanish/English)

##### Licenses, Certifications, and other Requirements:

- Valid California driver's license.
- Valid CPR/First Aid certificate.
- Fingerprint Clearance.
- Negative TB Test result.

##### Knowledge of:

- Basic needs and characteristics of school age children.
- Oral and written communication skills.
- Computer software applications for communication, research, and data reporting.
- Principles and methods of child development and management.

##### Ability to:

- Assist in the administration and supervision of the Expanded Learning Program in accordance with school district policies and in compliance with State and federal regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.

- Plan and organize work.
- Develop and maintain databases and spreadsheets.
- Assist in the direction, management, and training of assigned staff.
- Establish and maintain effective working relationships with staff, parents, and community members.

### **WORKING CONDITIONS:**

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift up to 40 pounds.
- Bending at the waist, kneeling, crouching, and crawling.
- Reaching overhead, above the shoulders, and horizontally.
- Standing for extended periods of time.
- Seeing to monitor student activities and behavior.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CSEA Approved:** February 29, 2024

**Board Approved:** March 12, 2024

**FLSA Status:** Non-Exempt