



Job Description

Title: Site Lead – Extended Student Services	FLSA Status: Non-Exempt	Months: 12
Supervisor: Manager, Extended Student Services	Supervises: N/A	Range: 19
Department: Extended Student Services	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under general direction of the Manager – Extended Student Services and the site Principal is responsible for the before school/after school child care program at a school site. Develops, plans and implements the child care program including record keeping, budget management and staffing needs; facilitates program in concert with the site principal and to perform other duties directly related to this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises children and organizes indoor/outdoor, quiet/active play and recreational activities that are appropriate to age group.
- Is responsible for snack and meal requirements and supervises same.
- Maintains necessary files inventories and records; compiles data for statistical and operational reports.
- Responsible for establishing, maintaining and submitting program budget, including income and expenditures.
- Determines staffing needs and establishes staff member work hours.
- Authorizes expenditures subject to District directives.
- Serves as liaison to parent advisory groups, meets with site Principal as necessary and explains program to parents and community.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

Knowledge of:

- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of general concepts of child growth and development and behavior characteristics.
- Skill and knowledge of before school/after school child care programs.
- Planning, organization, coordination and implementation of the Extended Student Services programs, activities and services.
- Student instructional and recreational activities, including before and after school programs.
- Principles and practices of training and providing work direction.

- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable laws, codes, regulations, policies and procedures.
- Basic instructional methods and techniques.
- Student growth, development, and behavior management.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Community service organizations.
- Oral and written presentations techniques.
- Safely handles all bodily fluids and treats as infectious.

Skills/Ability to:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to maintain standard record keeping systems and records, files and budget.
- Ability to exercise good judgment and carry out oral and/or written instructions.
- Ability to demonstrate an understanding, patient, warm and receptive attitude toward children.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide guidance, and coordinate assigned school site ESS personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Accurately maintain standard record keeping systems, files, and budgets.
- Learn policies, program, and grant requirements and apply them with good judgment in a variety of procedural situations.
- Work independently and constructively contribute to a collaborative team.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- 15 units any related area of study with 3 units of administration.
Work experience in childcare, middle school education or recreation can be substituted for education, i.e., 1 semester unit equals 60 hours, or 1 quarter unit equals 40 hours
- One year experience working with children in an organized or learning environment including some experience conducting educational program activities.

Licenses, Certifications and other Requirements:

- Valid Class C California Driver's License.
- First Aid and CPR certification

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor school environment.
- Constant interruptions.
- Daily contact with children, parents, school and District staff.
- Occasional contacts with community members and outside agency personnel.

Physical Demands:

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Light to moderate lifting and moving instructional materials and equipment.

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.