

# Siskiyou Union High School District



<b>Position Title:</b>	After School Program Coordinator	<b>Department:</b>	After School Program
<b>Bargaining Unit:</b>	Classified	<b>Supervisor:</b>	Site Administrator
<b>FLSA:</b>	Hourly/Non-Exempt	<b>Board Approved:</b>	

## **Position Description**

Under the supervision of the Site Administrator, the After School Program Coordinator will assist in the development, coordination and implementation of after school programs for students, including academic enrichment, sports and recreation, visual and performing arts, health/nutrition, technology, environmental/outdoor education, etc. The After School Coordinator will recruit and/or engage students, volunteers, and parents in the after school program and coordinate with students and school staff in activity development and offerings. Duties include: coordination and implementation of daily after school-site activities; plan and implement evening activities; plan and implement at least one fund raising activity each year; attend all project meetings (Governance Boards, Evaluation); evaluation and data collection assistance; and participation with project administration in fiscal management and required local and state reports.

**Program Description:** The After School Program is an employee of Siskiyou Union High School District. After School Program activities include: integrated academic assistance and enrichment; technology applications; recreation and sports; applied nutrition and health education; and fine and folk arts. Intended outcomes are to: improve academic achievement in reading and math; increase school attendance; decrease use of alcohol, drugs, and/or tobacco; increase use of computer technology; decrease juvenile crime; provide intensive cross-age tutoring training and services; assist in college and career planning and training; and plan for project sustainability.

## **Principles of Operation:**

1. Hold student success as a primary goal.
2. Practice principles of collaboration.
3. Participate as an integral member of the Youthful Campers Wellness Collaborative to give input on program needs and budget planning.
4. Work productively with independent initiative.

## **Examples of Duties:** (May include, but not limited to the following)

1. Assist in planning and successful implementation of After School program.
2. Recruit and enroll students into the program.

3. Promote participation of students, school staff, volunteers and parents.
4. Plan and implement a variety of after school activities.
5. Local and regional travel, as necessary, to fulfill grant requirements.
6. Gather and maintain student data for evaluation efforts.
7. Coordinate activities with school and community representatives.
8. Other related duties as assigned by the superintendent/principal.

**Knowledge Of/Ability To:**

1. Organize and implement a variety of extra-curricular activities for students of all ages.
2. Encourage active involvement and investment of students, schools, volunteers, and community.
3. Communicate effectively in oral and written expression.
4. Prepare, maintain, and submit accurate and timely reports.
5. Use technology to maintain student records.

**Experience and Training:**

1. Two years of college level course work in recreation, psychology, health, or other related fields. Bachelor's Degree preferred.
2. Two years experience in developing and implementing youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.
3. Strategies for language arts and mathematics instruction.
4. Basic computer and technology skills.
5. Demonstrated experience working with diverse cultures and populations

**Hours of Employment:**

1. Daily After School Program: About four hours each day, including prep and student transportation times
2. Evening Events and field trips: Up to 100 hours per year for planning and carrying out:
  - At least one parent/family event per semester
  - Four to six student evening activities
  - Field trips
  - One program sustainability fundraiser per year
3. Weekly program planning; maintain expenditures and purchasing logs and other required paperwork.
4. Meeting with principal for budget and program planning as needed; Meeting with the Youthful Campers Wellness Collaborative as needed;
5. Total hours worked per year will not exceed 800 hours without explicit permission from site principal
6. Coordinator will be responsible for record keeping for all hours worked and turn in these records each month to the principal.

**Salary and Benefits:**

The After School Program Coordinator will follow the Siskiyou Union High School Salary Schedule for Class 4 Employees