

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: AFTER SCHOOL PROGRAM - COORDINATOR

Classification: Range 35

BASIC FUNCTION:

Under the direct supervision of administration, assists in the development, coordination, and implementation of after school programs for students and community members, including, but not limited to, academic enrichment; sports and recreation; visual and performing arts; health/nutrition; technology; environmental/outdoor education; etc. Other additional duties include: scheduling and supervision of staff; coordination and implementation of school-site activities; assisting administration in project meetings (Governance Boards, Evaluation); evaluation and data collection assistance; and participation with project administration in fiscal management and required local and federal reports.

These programs serve school districts and provide after school services to students and community members in rural school-based community learning centers. Activities include: integrated academic assistance and enrichment; English language assistance; technology applications; integrated drug, alcohol, tobacco prevention; recreation and sports; applied nutrition and health education; school readiness; career preparation; 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; and plan for project sustainability.

REPRESENTATIVE DUTIES:

- Assist in planning and successful implementation of after school programs.
- Recruit and enroll students into the program.
- Provide academic assistance and support to all students during designated times.
- Promote participation of students, school staff, volunteers, and parents.
- Plan and implement a variety of extra-curricular activities for after school.
- Gather and maintain student data for evaluation efforts.
- Maintain student attendance records.
- Communicate and coordinate activities with school and community representatives.
- Work and communicate well with parents and community.
- Implement student discipline in coordination with site administration.
- Other related duties as assigned by District program administrator.

KNOWLEDGE AND ABILITIES:

- Hold student and community success as a primary goal.
- Practice principles of collaboration.
- Participate as an integral member of the SPARK Team.
- Work productively with independent initiative.

- Organize and implement a variety of extra-curricular activities for students and community members of all ages.
- Encourage active involvement and investment of students, schools, volunteers, and community.
- Communicate effectively in oral and written expression.
- Prepare, maintain, and submit accurate and timely reports.
- Use technology to maintain student records.
- Preferred background knowledge of California content standards.
- How to de-escalate student behavior.

EDUCATION, EXPERIENCE/TRAINING:

- Two years' college level courses (48 units) work in recreation, psychology, health, or other related fields or passage of CODESP test.
- Two years' experience in youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.
- Strategies for language arts and mathematics instruction.
- Basic computer and technology skills.
- Demonstrated experience working with diverse cultures and populations.