

Job Summary:

Under the direct supervision of the Manager of CHOICES After School Program, the After School Program Facilitator will have the responsibility for supervising the after school program at various site levels and for monitoring the progress of students enrolled in that program. The individuals will provide both instructional leadership and direct supervision of academic and enrichment activities. The position requires working in collaboration with school site administrators and teachers to provide opportunities for students through academics, enrichment, and physical interaction. Communication on a regular basis between parents/guardians and the District is a priority for the success of this program.

Essential Functions:

- Develop and supervise various site level programs and provide instructional leadership.
- Resolve individual student problems such as behavior, special learning needs, etc.
- Evaluate and provide on-going coaching and support to Specialist and Site Leaders
- Provide training/professional development to ensure consistency of program services to target student needs.
- Monitor student attendance and participation in the program.
- Maintain student and program data to ensure grant compliance
- Maintain effective communication with parents/guardians of enrolled students.
- Maintain effective communication with school district, site administration and staff.
- Provide staff with instructional supplies and materials.
- Assist with preparation of grants, state and/or federal reports.
- Perform other duties as assigned by the Program Manager.
- Coordinate informational meetings for district/sites.
- Coordinate orientation meetings for the purpose of registering students for ASP and communicate expectations to parents, staff, and schools.
- Collect and maintain records and data for required for monthly, quarterly and annual reports.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - Work with students in grades K-12 and in alternative school settings;
 - Plan, implement, and coordinate activities and procedures designed to ensure the successful completion of projects;
 - Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas;
 - Compile, analyze, interpret, and report research findings;
 - Establish and maintain effective working relationships with various constituencies;
 - Understand, interpret, and explain laws, codes, contracts, policies, and procedures;
 - Develop and present training materials;
 - Prepare clear and concise correspondence, reports, and other written materials;
 - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 - Program & grant guidelines & requirements;
 - Recruitment & attendance policies for After School Programs.
 - Make independent decisions; protect confidentiality of student information and records.
- **Knowledge of:**
 - Regional, youth-targeted counseling and treatment resources for substance abuse;
 - Service learning educational programs;
 - Recent research findings and trends relating to prevention/intervention education programs,

- including research and data on youth behaviors;
- California Healthy Kids Survey;
- Parent training and skill building programs;
- California Education Code, California Administrative Code, and the policies, rules, and regulations of the Tulare County Department of Education;
- Procedures, methods, and techniques of project and workflow organization;
- Instructional, behavior management, and facilitation strategies;
- Community-based organizations, educational agencies, law enforcement agencies, other local, state, and federal agencies, and private organizations sector;
- Software and internet tools necessary to promote communication and learning.

- **Ability to:**

- Be self-directed;
- Work well with others;
- Work flexible hours;
- Organize and use time effectively;
- Organize and conduct large group recreational activities;
- Keep accurate records;
- Communicate effectively both orally and in writing;
- Lift and carry 25 pounds;
- Understand & implement educational standards.

- ▶ **Experience/Education Required:**

- Bilingual is desirable;
- A Bachelor's Degree from an accredited college or university with major course work in prevention, health education, or a related field plus 2 years of experience as a CHOICES After School Specialist; OR AA plus 4 years of experience as a CHOICES After School Specialist;
- Special certificates and/or licensure in prevention/intervention programs.

- ▶ **Licenses, Certificates, Clearances, Bonding and/or Testing:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Obtain & maintain first aid & CPR certificate.

FLSA: Non Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.