

Job Summary:

The job of After School Consortium Program Coordinator is done for the purpose/s of providing oversight and guidance for the Consortium After School Programs and operating programs that raise literacy levels, improve academic performance, strengthen social relationships and provide meaningful opportunities for children participating in the programs. The coordinator will conduct daily observations of program staff (site leaders, program leaders, tutors, and other staff); plan and provide staff development and in-service training to program staff; conduct basic training on program components to staff; acquire appropriate and adequate materials and resources for each program site; and demonstrate classroom techniques and instructional strategies to program staff as needed in program activities.

Essential Functions:

- ▶ Coordinates district and site resources and support to After School Programs for the purpose of making sure programs are in compliance with state grant regulations.
- ▶ Ensures measurable improvement of students' academic and social performance for the purpose of maintaining accountability within the state guidelines and requirements.
- ▶ Gathers/organizes data on students including attendance and progress for the purpose of meeting program evaluation requirements, monitoring state grant compliance, overseeing funding sources, filling out all attendance forms, and filling out expenditure reports quarterly and yearly for all site grants.
- ▶ Manages budgets, time claims, supply ordering and vital attendance accounting records for the purpose of operating within the funding limits.
- ▶ Manages/measures outcomes using student data and student management systems for the purpose of completing accurate reports to the state.
- ▶ Observes After School programs and staff for the purpose of ensuring that the program goals are met and providing feedback to staff.
- ▶ Oversees literacy, homework, nutrition, and enrichment components for the purpose of ensuring that the After School program is successfully meeting required academic growth.
- ▶ Provides leadership to site program leaders for the purpose of designing and implementing After School programs.
- ▶ Provides training, modeling and guidance to the After School site leaders and staff for the purpose of maintaining an effective program and ensuring satisfactory performance.
- ▶ Solves problems in the After School setting using good communication, goal setting, conflict resolution, and time management skills for the purpose of maintaining effective After School programs.
- ▶ Works effectively with district office managers, school principals, teachers, and school staff for the purpose of maintaining good communication and program efficiency.
- ▶ Works effectively with parents and volunteers for the purpose of keeping them informed and involved in After School programs.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - use a personal computer;
 - use effective and appropriate communication techniques with students, parents, staff, agencies and community members;
 - work with core curriculum and know where and how to access core curriculum content material;
- ▶ **Knowledge of:**
 - CA State Standards for grades 1-12;
 - Microsoft Office computer software and all of its components;
 - elementary curriculum;
 - applicable local, state and federal laws, rules and regulations;
 - grant writing;
 - No Child Left Behind requirements and other state and federally-funded after school programs;
- ▶ **Ability to:**
 - communicate effectively with adults and students;
 - read and write effectively;
 - establish and maintain effective and collaborative working relationships with others;
 - plan for effective, meaningful integration of student instruction;
 - prepare and edit reports and other materials;
 - conduct public meetings and trainings;
 - work some flexible hours (e.g., evenings and some weekends).

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and tracking budget expenditures. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience is required.

Education Required:

- ▶ Bachelors degree in job-related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid California Teaching Credential with NCLB compliance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: 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.