



SALIDA UNION SCHOOL DISTRICT

4801 Sisk Rd., Salida, CA 95368

POSTING ANNOUNCEMENT

Applications available through www.edjoin.org only

POSITION:	AFTER SCHOOL PROGRAM SUPERVISOR
CLOSING DATE:	7/25/08 AT 11:45AM
LOCATION:	SISK ELEMENTARY SCHOOL
SALARY:	\$15.50 - \$21.14 PER HOUR
HOURS:	8 HOURS PER DAY (9:30AM – 6:00PM)
DAYS:	200 days per year
NOTES:	<ul style="list-style-type: none">✓Further consideration will not be given to applicants who fail to provide requested documents by posting deadline.<ul style="list-style-type: none">• Letter of Interest (Cover Letter)• Resume• 2 Letters of Recommendation✓DOJ fingerprint clearance required if position offered and accepted.✓TB clearance required by first day of work.✓Must be 18 years of age or older.

Definition: Under the general direction of the School Site Administrator, the Site Supervisor is in charge of the day-to-day operations of the After School Program (ASP) and coordinates program activities related to the school day.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Ensures all participants are signed in and out and maintains accurate daily attendance records.
2. Monitors hallways, and areas adjacent to the ASP areas to ensure against inappropriate behaviors, and to eliminate potential safety hazards.
3. Maintains contact with the School Site Administrator and informs them of any necessary information or program supplies required for the site or contractual staff.
4. Maintains a positive and working relationship with the school staff, program participants, their families, and contractual staff.
5. Assists in design, preparation, implementation, and evaluation of After School Programs.
6. Types, proofreads After School Program newsletter.
7. Sorts and files program documents and materials.
8. Answers telephone, takes and forwards messages.
9. Prepares and facilitates weekly staff meetings.
10. Assists site administrator in preparation of monthly staff trainings.
11. Ensures all ASP staff and contractual staff are clearly identifiable.
12. Thoroughly completes incident forms, accident forms, and medication administration forms as necessary.
13. Coordinates the activities/classes/scheduling for all after school activities with staff daily.
14. Ensures that all students are accounted for during the program.
15. Maintains records of all after school participants progress and completes project reports as necessary.
16. Maintains records of all after school students' attendance and progress and completes related reports as necessary.
17. Actively recruits participants for After School Program activities.
18. Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Behavior modification strategies and techniques.
2. Youth education and recreation programs and methods of implementation.
3. Organizational processes of program development, implementation, and supervision for adults and children.
4. Appropriate English usage, punctuation, spelling and grammar.
5. Record keeping.

6. Child health and nutrition.
7. Computer awareness, word processing, Excel, etc.

Ability to:

1. Maintain a self-management system including schedules and daily logs.
2. Maintain cooperative relationships with those contacted in the course of work.
3. Understand and carry out oral and written directions.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 30 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for extended periods of time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate related equipment, and hand and work with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential function of the job.

EXPERIENCE:

- One year working in schools or community agencies is desirable.

EDUCATION:

- High school graduate

APPLICATION PROCEDURE:

The information provided on the application form will be used as the basis for determining whether applicants meet education, training and experience requirements for the position. A competitive screening process may be used to determine who will participate in the selection process; therefore, applicants should carefully identify and describe all information relating to their qualifications for the position. Meeting the minimum qualifications for a position does not assure the candidate of an interview.

Please apply online at www.edjoin.org