

## COORDINATOR OF AFTER SCHOOL PROGRAMS

### Primary Function

Under the direction of the Director of Development, the Coordinator of After School Programs (CASP) will supervise and oversee staff and site-based after school program management of the Mt. Diablo Collaborative Academic Recreation & Enrichment for Students (CARES) After School Programs.

### Directly Responsible To:

Director of Development

### Supervision:

Supervises and evaluates assigned classified and subcontractor staff.

### Major Responsibilities

1. Plans program offerings with Site Coordinators, teachers, and Recreational Specialists at each school involved in the programs.
2. Provides continual support and supervision to all Mt. Diablo Unified School District sites (during program hours) and be available for site and technical assistance. Visit sites on a bimonthly scheduled basis.
3. Supervises and manages after school program staff in collaboration with recreation subcontractor partners.
4. Oversees and monitors implementation of the after school programs and summer programs at K-12 grant funded after school sites in the district.
5. Plans program offerings with community agencies, groups, and individuals.
6. Maintains close working relationship with site principals, Recreation and Community partners regarding staffing, student safety, curriculum and enrichment services and planning and problem solving.
7. Plans and integrates youth development, college and career readiness, service learning and Science Technology Engineering and Mathematics (STEM) into after program offerings.
8. Communicates responsibly as part of the After School Program Team. Work with each site in creating a solid work team. Cooperatively with the Teacher Leader/Site Coordinators, mentor and provide on-going support to site directors in achieving their roles and responsibilities.
9. Collaboratively develops partnerships for sustainability.
10. Provides input to After School Services Administrator on teacher leader activities at each site with input from site administrator.

11. Ensures After School Site Coordinator staff are appropriately trained in technical and computer-related systems/software required for documentation and reporting.
12. Attends required state and local meetings regarding After School Program Services funding and development, and networks with other programs around the state.
13. Attends monthly Executive Committee meetings and biannual community based After School Advisory Board meetings.
14. Collects data on all programs including, but not limited to, participation, attendance, program effectiveness, correlations to in-school achievement, pre- and post-assessments where applicable.
15. Works directly and collaboratively with External Evaluator.
16. Assists in developing, implementing and assessing site, district and county program evaluations.
17. Assists with completion of reports associated with the After School grants.
18. Identifies and coordinates county-wide Staff Development opportunities.
19. Makes collaborative decisions around program development and change.
20. Develops a long-range sustainability plan that will support county-wide after school services.

### **Qualifications**

#### **Knowledge and Skills**

1. Ability to exhibit the qualities of leadership essential to the successful administration of a school based After School Program.
2. Ability to work with pupils and adults in a supervisory capacity.
3. Ability to exercise good judgment and tact.
4. Ability to cope with emergency situations.
5. Knowledge of basic elements of instruction.
6. Knowledge of effective employee supervision and evaluation procedures and techniques.
7. Knowledge of curriculum and enrichment concepts and materials pertinent to an elementary and middle school program.
8. Ability to speak and write effectively.

9. Ability to work effectively with all segments of the educational community and general public.
10. Knowledge of the social, personal, and physical development of children and pre-adolescents.
11. Knowledge of effective and grade level appropriate teaching strategies, curricular and enrichment programs and materials.
12. Knowledge of school district operations and procedures.

**Education, Training and Experience**

1. Bachelor's Degree in a related field and at least 10 years experience in recreation and education.
2. Demonstrated interest, ability, and involvement to innovative and contemporary education initiatives and program.
3. Credential preferred but not required

**Sample Physical Abilities:**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversations; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

**Work Year:** 210 days, flexible schedule

**Salary:** Management Salary Schedule, Range 14, 210 days

Approved by the Board:

Mt. Diablo Unified School District