CLASS TITLE: SITE LEADER – AFTER SCHOOL PROGRAMS

BASIC FUNCTION:
Under the supervision and direction of the Operations Coordinator, the Site Leader supervises both staff members and children; provides on-site leadership and builds a team to support the program’s vision for participants; coordinates with school staff to develop and implement academic and enrichment activities for children participating in the After School Program; supports, monitors, and reviews Activity Leader’s time sheets, lesson plans, and the delivery of lessons; establishes cooperative and effective working relationships with children, parents and staff; creates an attractive and safe learning environment; attends meetings and staff development activities as directed; maintains necessary records and files relating to the program; utilizes appropriate supplies, materials and equipment for the program; maintains a high level of ethical behavior and confidentiality of information about children; may be designated to be trained to assist identified pupils in the provision of specialized physical health care services; may be designated to assist identified pupils with personal requirements including eating and bathroom needs; performs other related duties as required.

REPRESENTATIVE DUTIES:
Supports, monitors, and reviews Activity Leader’s time sheets, lesson plans, and the delivery of lessons; E

Establishes cooperative and effective working relationships with children, parents and staff; E

Creates an attractive and safe learning environment; E

Attends meetings and staff development activities as directed; E

Maintains necessary records and files relating to the program; E

Utilizes appropriate supplies, materials and equipment for the program; E

Maintains a high level of ethical behavior and confidentiality of information about children; E

May be designated to be trained to assist identified pupils in the provision of specialized physical health care services; E

May be designated to assist identified pupils with personal requirements including eating and bathroom needs; E and

Performs other related duties as required; E

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Planning, organization and direction of school programs, activities, and services;
Students' and parents' rights and due process;
Budget preparation and control;
Curriculum development and implementation;
Evaluation strategies;
Principles and practices of administration, supervision and training;
VCOE organization, operations, policies and objectives;
Interpersonal skills using tact, patience and courtesy; and
Oral and written communication skills.

ABILITY TO:
Plan, organize and control after school programs and activities to provide educational and
administrative leadership to the professional staff and students;
Plan, direct and supervise the work performed by Activity Leaders, professionals and others at
the school site;
Communicate with outside agencies, parents, students, and the public;
Provide responsible and professional staff assistance and management in the instructional
program;
Train, supervise and evaluate the performance of assigned staff;
Prioritize and schedule work;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Computer skills in Word/Excel/Power Point and Publisher;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations;
Establish and maintain cooperative and effective working relationships with others;
Work confidentially with discretion;
Communicate effectively both orally and in writing;
Complete work with many interruptions; and
Schedule and coordinate arrangements for travel, meetings, workshops and conferences.

EDUCATION AND EXPERIENCE:
High school graduation required; must meet NCLB requirements in one of the following ways:
1. Possess a minimum of AA/BA college degree.
2. Successful completion of at least 48 college semester units.
3. Passage of district approved academic assessment of NCLB highly qualified paraeducator.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver’s License; Minimum 2 years of experience in After School or
comparable work experience, preferably in a leadership capacity; Bilingual and Biliterate
(Spanish and English); CPR and First Aid Certification; Fingerprint clearance; and TB clearance.

WORKING CONDITIONS:
ENVIRONMENT:
School campus, classroom, playground, office, and community work environment.

PHYSICAL ABILITIES:
Ability to engage in physical activity as required in the course of delivering student instruction on participation of activities;
Vision to monitor students during classroom activities;
Hearing and speaking to exchange information and provide assistance to students;
Kneeling or crouching;
Bending at the waist;
Standing for extended periods of time;
Walking over rough or uneven surfaces; and
Lifting bodies and objects weighing up to 20 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Exposure to students who may become hostile, disorderly, or exhibit physically aggressive behavior.