**POSITION TITLE:** After School Program Support Specialist  
**CONTRACT LENGTH:** No Contract (12 months)  
**DATE:** 5/7/2019  
**DATE OF LAST REVISION:**

**FLSA EXEMPTION STATUS:**

**JOB SUMMARY:** Provide daily support for the After School Program.

**ESSENTIAL JOB FUNCTIONS**

1. Provides coaching to site coordinators in the areas of instruction, organization, and personnel management. Maintains data of coaching plans. Will provide support to site coordinators not on a formal coaching plan.
2. Works with coordinators to prepare sites visually for SACERS visits.
3. Plan, organize and provide support for the implementation of the UCPS ASP Summer Camp Program.
4. Lead assigned projects that will expand and improve the After School Program.
5. Assist with staff development and orientations.
6. Assist with marketing for the After School Program.

**DUTIES & RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tbody>
<tr>
<td>Provides coaching to site coordinators in the areas of instruction, organization, and personnel management. Maintains data of coaching plans. Will provide support to site coordinators not on a formal coaching plan.</td>
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<tr>
<td>1. Visit After School Program sites to assist the Program Coordinators in making sure that the site is in compliance according to SACERS standards. (Centers preparation, displays, materials, games, etc.)</td>
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<tr>
<td>2. Guide the planning of UCPS ASP Summer Camp. Serve as the main contact person for field trip scheduling and transportation. Complete calendars for each site. Ensure staff files are complete before Summer Camp begins.</td>
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<td>3. Implement projects in the timeline provided as assigned by the Director.</td>
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<tr>
<td>4. Assist the ASP Administrative Team with the implementation of staff trainings and orientations.</td>
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<tr>
<td>5. Assist with marketing for the After School Program; social media, employee recruitment and webpage.</td>
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<td>6. Other duties as assigned.</td>
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**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Desirable Qualification</th>
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<tbody>
<tr>
<td>1. Associates Degree in Early Childhood Education, with a minimum of 5 years of school age child care.</td>
<td>1. 10 years of experience working in a 5 star rated After School Program setting.</td>
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<tr>
<td>2. Successfully completed SACERS rating assessment at a 5 star licensed site.</td>
<td>2. 5 years of experience as a Summer Camp Program Coordinator.</td>
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3. Proficient in the skills to manage online communications utilizing multiple tools (social media sites, online meetings, webpage editing) and Google Drive.

4. Ability to handle confidential information, compile information with knowledge and ability to use grammar, spelling and punctuation correctly.

**Physical Requirement:** Requires light physical work. Must be able to transport stacks of paperwork, and, occasionally, supplies and materials between ASP Central Office and meeting sites. Must be able to sit at a computer for extended periods of time.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information.

**Language Ability:** Must be able to speak and write English fluently

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, divide and multiply

**Motor Coordination:** Requires the ability to coordinate hands and eyes to operate calculator and keyboard.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be able to perform under stress.

**Physical Communication:** Requires the ability to talk, write and hear.
KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively both orally and in writing

Ability to make reasonable judgments and work independently when necessary in completing work assignments.

Ability to maintain confidentiality in matters relating to the school system and ASP issues.

Skills in operating a computer with word processing, spreadsheet and desktop publishing applications.

Ability to compile and summarize information.

Ability to work in the absence of supervision.

Ability to provide positive human relation skills to all staff and maintain an effective working relationship with others in connection to our work.

JOB KNOWLEDGE

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

WORK COMPLEXITY/INDEPENDENT JUDGEMENT

PROBLEM SOLVING

COMMUNICATION/INTERACTIONS

CUSTOMER RELATIONSHIPS

PHYSICAL REQUIREMENTS