

Out of School Time Site Lead

Dept/Div: Community Education and Recreation Services/N/A FLSA Status: Non-Exempt **General Definition of Work**

Performs intermediate human support work providing support to site staff, interacting with youth, supervising daily implementation of programming; provides activity planning ideas, resources and direction to staff team that is varied, high quality and culturally competent, and related work as apparent or assigned. Work is performed under the moderate supervision of the Out of School Time Specialists and Coordinator team. Occasional oversight is exercised over program assistants.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as main point of daily site operations for school year and summer programming, communicates issues and concerns to the program specialists

Assists site specialist with coaching and observation of staff through modeling, constructive feedback, and guidance.

Meets with and coaches staff to provide high quality and engaging programming and activities in all program spaces, providing regular feedback on lesson plans.

Assists in the development of environment, curriculum, and daily schedule that allows youth to assume responsibility for successful peer interactions and choices and that meets the interest and developmental needs of each child.

Communicates with students, families and staff in a respectful, appropriate, and culturally responsive way. Assists the site specialist with the gathering of data, creation and implementation of behavior modification plans.

Promotes a positive team concept through leading and participation in regular site staff meetings, coaching and positive role modeling.

Plans and coordinates school release days with cooperation of other out of school time leadership team members. Promotes a positive image of district/department/site/program by developing and maintaining open and positive communication between staff, school personnel, parents, and the community.

Orders, purchases and organizes materials and maintains accurate student records.

Implements policies and procedures and supports the goals of the district, department and program.

Participates in development and implementation of the out of school time programs' marketing and public relations, including kindergarten round-ups and open houses.

Other duties as assigned

Knowledge, Skills and Abilities

General knowledge of related organization and department policies, practices and procedures; general knowledge of industry, organization and departmental legal guides, ordinances and laws; general knowledge of the role of out of school time in supporting K-12 and positive youth outcomes; general knowledge of program evaluation tools; general knowledge of youth development and social growth expectations and needs; general knowledge of school age indicators and core competencies; general knowledge of health, safety and first aid practices, methods and techniques; thorough skill working with youth; ability to develop plans and programs for individual and group development; ability to establish and maintain standards of behavior; ability to present material effectively orally and in writing; ability to effectively operate standard office equipment, hardware and software; ability to maintain and review written staff records, materials and supplies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationship with district and building staff, similar district professionals, parents, students and the general public.

Education and Experience

High school diploma or GED with coursework in early learning, child/youth development, child psychology, social work, recreation, or related field and minimal experience working with youth, or equivalent combination of education and experience.

Associates/Technical degree preferred.

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Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing and reaching with hands and arms, frequently requires using hands to finger, handle or feel, pushing or pulling and lifting and occasionally requires stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/First Aid required within six (6) months of hire.

Last Revised: 2/28/2017