

Yuba City Unified School District (YCUSD)
COORDINATOR OF AFTERSCHOOL PROGRAM

RANGE 31

DEFINITION

Under the direction of a site Administrator, assists in planning, organizing, coordinating and implementing after school homework help, enrichment, and recreational programs and other related duties as assigned.

EXAMPLES OF DUTIES

Coordinate the after-school program at a YCUSD school site. Supervise afterschool staff and participating students. Organize and distribute enrollment information to parents. Plan and implement the afterschool homework-help, enrichment, and recreational components. Utilize appropriate program resources; provide daily direction and assistance to staff and volunteers; monitor program budget and expenditures; complete and maintain forms, records, reports and documentation of program activities and attendance. Communicate regularly with site administrator regarding the afterschool program, afterschool program budget, and afterschool program staff.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma or equivalent AND 48 college units OR Associate OR passing score on the Para-professional Exam administered by Sutter County Schools required. Supplemental course work in education or related social science field is desired. Minimum of three years of progressively responsible program experience with a minimum of one year in an educational setting required. BA desirable.

Knowledge and Skills: Requires a working knowledge of educational practices and understanding of the goals and objectives of an afterschool school program. Requires well-developed communication skills to interact with administrators, regular-day staff, afterschool staff, students, parents, and community members. General clerical and organizational skills are required.

Abilities: Must be able to establish, coordinate, plan and supervise the site's afterschool program. Must have the ability to assess the student and site needs and develop an afterschool program to meet those needs. Ability to interact with teachers, parents, and community members in order to carry out assigned duties is essential. Must be able to produce routine written program reports and correspondence as necessary.

Physical Abilities: Requires normal hearing and speaking skills to communicate with staff, students and community members. Must have sufficient visual acuity to recognize words, letters and numbers. Hand-eye-arm coordination to operate a personal computer keyboard. Ability to walk to locations on and off school district property.

License and Certificates: None

Revised October 2014