



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	After School Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 months/Calendar 5015 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 54

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide leadership in the implementation of the assigned after school program; implement, coordinate and lead instructional support staff and independent contractors; work and collaborate with parents, school staff, students and community members in the planning of various program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide leadership in the implementation of the assigned after school program; recommend and maintain Center policies and develop operating procedures according to the applicable laws and regulations; communicate with the Principal regarding program activities and operations
- Coordinate and lead instructional support staff and independent contractors; provide input regarding performance of independent contractors; lead, train and provide work direction to assigned staff; code timesheets according to information provided by budget manager; and submit timesheets to budget manager according to established timelines
- Work and collaborate with parents, school staff, students and community member in various program activities including the planning of sporting events, special events, academic events, field trips, and registration of students; create the master schedule for after school program daily operations; manage the on-line calendar or enrichment class schedule as assigned by the position; coordinate volunteer activities at the site as needed
- Establish and maintain a variety of records and reports related to assigned activities including attendance, snack sheets and sign-in/sign-out sheets; prepare communication materials including newsletters, e-mails, and memoranda
- Initiate purchase orders and authorizations; purchase supplies; select and order instructional materials and equipment
- Maintain physical environment to conform to applicable standards of health and safety; assure compliance with State licensing regulations

- Participate in budget management activities including fee collection, independent contractors, invoicing and related matters; collect fees and record receipts; prepare related records and reports
- Provide timely and informative communication among program staff, school staff, parents, independent contractors and others; conduct parent meetings; assist students with conflict management as needed
- Attend a variety of monthly school-wide and District-wide meetings; prepare report and make presentations; attend and conduct staff meetings; meet with vendors as needed
- Operate standard office equipment including a copier, fax machine, telephone, computer and assigned software; operate audio-visual equipment such as cameras, sound systems, projectors and others
- Administer First Aid and CPR as necessary

OTHER DUTIES:

Assist after school staff with student behavior management as requested

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Event planning for after school program activities

State and local laws and regulations pertaining to operating an after school program

Principles and practices of training and providing work direction to others

Safety precautions and procedures

Oral and written communications skills

Record-keeping techniques

Telephone techniques and etiquette

Program philosophies and requirements

ABILITY TO:

Provide leadership in the implementation of the assigned after school program

Work and collaborate with parents, school staff, students and community member in various program activities

Interact with students and adults in an effective manner

Coordinate a variety of activities for the after school program

Lead, train and provide work direction to assigned staff

Maintain a healthy and safe environment

Work independently with little direction

Establish and maintain effective working relationships with others

Maintain records and prepare reports

Communicate effectively both orally and in writing

Analyze situations and adopt an effective course of action

Meet schedules and time lines

Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level course work in child development, education or a related field and three years of increasingly responsible child care or other student instruction experience

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates issued by an authorized agency preferred

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor environments

Constant interruptions

Occasional evening meetings

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to communicate with students and parents

Seeing to observe students and read materials

Lifting, carrying, pushing or pulling up to 50 pounds

Standing and/or walking for extended periods of time

Bending at the waist, kneeling or crouching

HAZARDS:

Contact with dissatisfied or abusive individuals

Potential physical hazards involved in intervening in fights and other anti-social and violent behaviors

Exposure to blood borne pathogens and infectious diseases