



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>After School Program Site Coordinator</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Educational Services</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2002 8 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>07/07/22 11/03/22</b>	SALARY GRADE:	<b>Schedule: 54 Range: 64</b>

**BASIC FUNCTION:**

Under the direction of the After School Program Supervisor or superintendent designee, will develop, implement, oversee, facilitate, and maintain quality after school programs at a District school site; assure program provides a safe and healthy environment for participants; assure programming is aligned to student academic development and program mission and goals; train, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan, organize, coordinate and implement the daily operations and activities of the District’s after school programs at an assigned site; collaborate with administrators, teachers and other personnel to assure programs comply with licensing requirements, grant requirements, State and federal laws, rules and regulations.
- Oversee and maintain quality after school programs for an assigned school site; support and oversee program staff in the design and implementation of quality after school program aligned to regular school day and program mission and goals; assure programming is aligned to student academic development.
- Provide academic and behavioral support for students enrolled in assigned programs; develop and implement academic and enrichment activities for children participating in Afterschool programs.
- Plan and develop indoor and outdoor activities and routines; oversee curriculum delivery and ensure alignment with the regular school day academic efforts and state standards.
- Monitor and review staff time sheets, delivery of lessons/activities, and performance; monitor and evaluate program support staff; serve as a District liaison regarding the after school program at assigned site.

- Conduct program site quality observations; make recommendations for improvements; assure program provides a safe and healthy environment for participants.
- Design and implement a training program for staff, supervise and evaluate the performance of assigned personnel; recruit and hire program staff and enrichment vendors; plan and conduct professional development opportunities for program staff.
- Plan and implement site-based events that promote and inform the community on after school Programs.
- Assist with maintaining after school program website and content.
- Assist with preparing presentations and reports related to assigned activities including attendance, program performance report and others as assigned; maintain the program plan for the assigned site.
- Communicate with students, parents and outside agencies to exchange information and resolve issues or concerns; meet, communicate and collaborate with school administrators regarding program updates and progress.
- Operate a variety of standard office equipment including a printer, telephone, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
- Order materials and supplies as needed.
- Attend District after school program meetings and professional development.

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization, coordination and implementation of after school programs, activities and services.
- Principles and practices of developmentally appropriate academic, enrichment and recreational programs.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable laws, codes, regulations, policies and procedures.
- Supervision techniques to provide clear direction and effective support to support staff and students.
- District and community program, services and resources.
- Community and human relations skills.
- Principles and practices of supervising and evaluating personnel.
- Safety precautions and procedures.
- Excellent Oral and written communications skills.
- Record-keeping techniques.

- Telephone techniques and etiquette.
- Program philosophies and requirements.

**ABILITY TO:**

- Assure the program provides a safe and healthy environment for participants.
- Assure programming is aligned to student academic development and program mission and goals.
- Train, supervise and evaluate the performance of assigned personnel.
- Work and collaborate with parents, school staff, students and community member in various program activities.
- Monitor and control program budgets.
- Interact with students and adults in an effective manner.
- 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 accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Two years accredited college coursework and four years' experience working with children in an organized or learning environment including some experience conducting educational program activities, or a bachelors degree and two years of experience working with children in a learning environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license or ability to arrange transportation to get to a different location.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Occasional evening meetings.

Occasional driving to conduct work or ability to get to a different location.

**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.

Sitting or standing for extended periods of time.

Bending at the waist or kneeling to file and retrieve materials.



