



PITTSBURG UNIFIED SCHOOL DISTRICT

**SITE COORDINATOR – AFTER SCHOOL 4
ALL PROGRAMS**

CLASSIFICATION SPECIFICATION

JOB SUMMARY:

Under the direction of the After School 4 All Program Director, provide support at the school site to implement the provisions of the programs provided through the After School 4 All grant collaborative.

ESSENTIAL DUTIES:

- Coordinate the planning and implementation of the after-school program at the site
- Coordinate recreation and enrichment activities
- Supervise recreational staff
- Meet regularly with the teachers, principal and Program Coordinator
- Assist with interview and placing volunteers
- Implements applicable district, agency, and grant policies and regulations
- Establishes and maintains communication with members of the school staff about student and program needs and implementation
- Assist with evaluation of activities and written reports
- Assist with program evaluations
- Coordinates with Program Coordinator for planning and leading staff development, parent training, and parent involvement activities
- Orders necessary materials and supplies through the program Coordinator
- Maintains records needed for program administration: i.e., attendance rosters and staff attendance
- Performs other duties as assigned

QUALIFICATIONS:

- Effective interpersonal skills
- Efficient work organization and management skills
- Evidence of acceptable prior performance levels, evaluation and tendency
- Fulfill job description, knowledge, training and ability requirements

EXPERIENCE AND EDUCATION:

- High School Diploma
- Experience in Teaching/Working with Parenting Skills

SITE COORDINATOR - AFTER SCHOOL 4 ALL PROGRAMS

Page 2

PHYSICAL:

Good physical condition as determined by pre and post employment inquiries and health reports.

SALARY:

Aide Salary Schedule

Work Year: 195 days