

**Pierce Joint Unified School District
Job Description**

JOB TITLE:	After School Program-Site Leader	
SALARY SCHEDULE:	Classified	CLASSIFICATION: 5
DEPARTMENT:	After School Program	LOCATION: School Sites
REPORTS TO:	After School Program Director	BOARD APPROVED: June 21, 2007

SUMMARY: Under the general direction of the After School Program Director, assists in the coordination of the After School Program at the designated school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the planning and administration of activities and work collaboratively with the After School Program Director, parents, and staff to insure an efficient after school program.
- Provide instructional support as needed and work with the site team to maintain a cooperative and creative instructional environment.
- Assist with ordering of materials as needed for the program.
- Assist with sports, games and activities.
- Maintain student discipline and supervise students for the purpose of insuring safety.
- Prepare and maintain student attendance records and registration information.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices used in record-keeping.
- Modern computer equipment and software.

ABILITY TO:

- Interpret, apply and explain rules, regulations, policies and procedures.
- Ability to organize and effectively manage data.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Establish and maintain cooperative relationships with others.
- Maintain a safe environment to essential duties.

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

EDUCATION AND/OR EXPERIENCE: High school graduate or equivalent and AA degree or required college units or meet the county assessment requirements. Pass basic proficiency test in reading, math and writing.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.