

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | After School Grant Funded Manager | REPORTS: | Director, Health Services/ Child Development |
| DEPARTMENT: | Health Services | CLASSIFICATION: | Classified Management |
| FLSA: | EXEMPT | WORK YEAR: | 230 |
| ISSUED: | July 14, 2011 | SALARY: | RANGE 40 |

BASIC FUNCTIONS

Under the direction of Child Development Coordinator and/or Director of Health Services/Child Development, facilitates development and implementation of the grant funded after school program. The after school manager will collaborate with the site administrators at after school program sites to assist students to achieve student performance standards and provide structured enrichment activities.

REPRESENTATIVE DUTIES

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

(E) = ESSENTIAL FUNCTIONS

EXAMPLES OF DUTIES:

1. Coordinates all grant funded after school programs, including activities that support and enhance student success in the core academic program as described in the site single plan for student achievement. (E)
2. Collaborates with school site administration to ensure compliance with state and federal regulations. (E)
3. Coordinates the development and implementation of high-quality enrichment activities to enhance student learning. (E)
4. Assists Child Development Coordinator with hiring, supervision, and evaluation of support staff. Coordinates with Human Resources or appropriate agency to ensure that the staff is appropriately hired and qualified.
5. Monitors site programs on a weekly basis to ensure program activities meet the grant assurance requirements. (E)
6. Collaborates with all after school partners and staff to develop an annual after school program plan. (E)
7. Coordinates and facilitates appropriate program-related planning and committee meetings with staff, parents, agencies, and community members.

8. Coordinates and facilitates professional development and trainings for staff and volunteers involved in after school student programs. (E)
9. Guides program staff on matters related to special needs students and student discipline. (E)
10. Coordinates a District after school volunteer program to provide assistance for homework and academic enrichment. Monitors volunteers to ensure they are appropriately screened and qualified.
11. Collaborates with Child Development Coordinator to develop after school program budget, oversees purchase orders, and maintains an inventory of materials and equipment. (E)
12. Keeps records, prepares reports, surveys, and other materials, as required. (E)
13. Monitors and documents the evaluation requirements for after school programs and oversees the implementation of program improvement plans as needed. (E)
14. Works collaboratively as a team member of the Division of Health Services/Child Development and communicates effectively with District and site administrators and personnel, volunteers, parents, and student.
15. Other related duties as assigned by the Child Development Coordinator and Director of Health Services or District administration.

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Bachelor’s degree (child development or education) from an accredited college or university.
 Two years of experience as a teacher or in programs requiring the supervision and instruction of students ages 5 through 18.
 Two years of managerial/supervisory experience.
 Bilingual/Spanish is desirable.
 Grant writing experience is desirable.
 Experience in teaching culturally, linguistically, and economically diverse students is desirable.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Federal and state guidelines for categorical programs, funding, and grants.
- Planning, organization, and direction of after school programs.
- Applicable laws, codes, regulations, policies, operations, and procedures.
- District organization, operations, policies, and objectives.
- Principles and practices of administration, supervision, and training.
- Compliance review mandates.
- Interviewing techniques.
- Normal school routines and practices.
- Federal, state, and private grant and entitlement funding sources.
- Basic school district budgeting procedures and their applications.

ABILITY TO:

- Demonstrate effective communication skills, both written and oral.
- Plan, organize, control, and direct the after school programs of the District.
- Assure compliance with laws, codes, and regulations related to after school programs.

- Demonstrate effective supervision skills.
- Demonstrate effective communication and interpersonal skills, both written and oral, using tact, patience, and courtesy.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Demonstrate strong scheduling and organizational skills.
- Diffuse difficult situations.
- Analyze situations accurately and adopt an effective course of action.
- Apply and explain rules, regulations, standards, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Meet demanding timelines and schedules.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Plan and organize related work.
- Direct the maintenance of a variety of reports and files related to after school programs.
- Prepare a budget and operate within its parameters.
- Research and assist with writing grants.
- Operate a computer and other office equipment.

WORKING CONDITIONS

ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, prepare/process documents, and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

FUNDING

Continuity of this position is based on continued availability of funding.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of After School Grant Funded Manager and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourage both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: July 14, 2011
Revised: February 2, 2012