

Aromas-San Juan Unified School District

Job Description

After School Program - Scholar Leader

Classification: Classified
Salary Level: Classified Salary Schedule
Work Year: 180

DEFINITION:

Under supervision, perform a variety of after-school instructional activities; assist in developing, organizing and facilitating the academic and enrichment components of the after-school program.

SUPERVISOR

Site Administrator

ESSENTIAL RESPONSIBILITIES

- Maintain a suitable learning program in accordance with district guidelines.
- Maintain an appropriate climate that promotes respectful behavior, attitudes, and social skills.
- Communicate orally and in writing to parents, students, and staff.
- Perform a variety of tasks essential to the operation of the program, including preparation of materials, maintenance of facilities, and clean-up activities.
- Maintain a safe, clean and healthy learning environment.
- Assist students with homework and various school activities.
- Work cooperatively with school site and district staff.
- Administer first aid/CPR as needed.
- Utilize positive strategies and progressive techniques in the management of student behavior.
- Supervise and monitor students both inside and outside of classroom.

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic concepts of early childhood education and development; interpersonal and group dynamics; student behavior management strategies and techniques; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; children's games; craft activities; basic library skills; modern office practices, procedures, and equipment; record keeping.

Ability to:

Provide for the health, safety, and psychological needs of children; supervise learning activities; guide children's routine activities; establish and maintain cooperative working relationships with staff, students and parents; maintain a safe and healthy environment; understand and carry out oral and written directions; exercise good judgment in dealing with sensitive interpersonal matters; provide positive customer service.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at the required speed and accuracy

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- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light physical labor such as sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 50 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 50 or more pounds.
- Typically, outdoor work environment; may require some exposure to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind, and high humidity.

REQUIRED QUALIFICATIONS:

Education:

- High school diploma or equivalent, including or supplemented by coursework or training in child growth and development, recreation, or a closely related field.

Experience:

- Any combination of experience and/or training related to childcare that would provide the required knowledge and abilities.

Licenses and Certificates:

- Possession of a valid Class C California driver's license
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.

DESIRABLE QUALIFICATIONS

- Knowledge of safety procedures and regulations
- Previous experience in a school district or government entity
- Bilingual and biliterate in Spanish