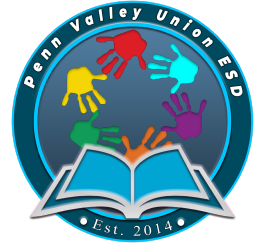


PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

17328 Penn Valley Dr. Suite A, Penn Valley, CA 95946-9764

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



Melissa Conley - Superintendent

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT (Former Pleasant Valley ESD Job Description)

JOB TITLE: **Before School Program Coordinator (Williams Ranch School)
After-School Program Coordinator (Williams Ranch School)**

Job Classification: Before School Program Coordinator - Classified Salary Schedule
 (Self Funded Program)
 After-School Program Coordinator - Classified Salary Schedule
 (Self Funded Program)

Reports to: School Site Administrator or Assigned Teacher

Essential Duties:

- ◆ Organizes, directs, and coordinates the operation and activities of an On-Site, Before and/or After school child-care/recreation program.
- ◆ Supervises the On-Site Instructional Assistant(s).
- ◆ Works with parents and staff in the development of an educational enrichment program.
- ◆ Collects fees from parents and maintains accurate financial and attendance records; following established paperwork duties when applicable.
- ◆ Confers with parents on the behavior, health, and general development of the child.
- ◆ Maintains a good working relationship with school personnel.
- ◆ Perform needed custodial duties to maintain a safe, clean and healthy environment.
- ◆ May be assigned morning and/or after school crossing guard duties; (Non Classified Bargaining Unit position, separate salary schedule)
- ◆ Maintains equipment and facilities; attends staff training sessions as needed.

Physical Requirements

Employees in this position must have the ability to:

1. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to sit. The employee frequently must squat, stoop or kneel and reach forward.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
4. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
5. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. The employee will sometimes push/pull items such as a cart, desks, tables or chairs.

Work Environment

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Pleasant Valley Union Elementary School District staff, and the public.

Education and Experience

Qualification Requirements/Skills and Abilities:

1. High School Diploma
2. Knowledge of child psychology, growth and development and basic approaches used in the teaching of reading, language arts and math would be highly desirable.
3. Discretion in maintaining confidentiality.
4. Ability to maintain lines of communication and positive relationships with students, assistants, teachers, parents and supervisors.
5. Ability to work independently and use initiative.

6. Communicate effectively in both oral and written form.
7. Ability to organize materials and maintain accurate records.
8. Follow oral and/or written instructions.
9. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance, CPR/First Aid Certification
10. Capacity to learn management and discipline techniques.
11. Must have a pleasant personality, dependable and be able to establish and maintain cooperative relations with others.
12. Prior experience working with youth.
13. The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

ADOPTED: July 16, 2014 (District name change only)

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date