

**PATHWAYS TO COLLEGE K-8  
JOB DESCRIPTION**

<b>TITLE:</b>	After School Education & Safety (ASES) Program Coordinator
<b>CATEGORY:</b>	Classified Non-Exempt
<b>REPORT TO (BY TITLE):</b>	ASES Program Coordinator
<b>SALARY RANGE:</b>	13
<b>SALARY SCHEDULE:</b>	Classified Contract
<b>WORK YEAR:</b>	11 - 12 Months

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**POSITION DESCRIPTION**

Under the general supervision of the Executive Director/Principal, the ASES Program Coordinator organizes and oversees the daily operation of the After School Education & Safety Program. Manage all aspects of the ASES Program to ensure the program meets educational and recreational objectives; is managed in accordance with policies and procedures, including safe work practices.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

- Organizes the ASES Program schedule of activities, lesson planning, supply purchases, and meal service.
- Supervises all staff, students, and volunteers in the program at the school site.
- Interviews, recommends hiring, and evaluates classroom supervisors and other part-time team members.
- Manages the program budget including staffing, supplies, and fundraising.
- Maintains comprehensive student and volunteer records and product reports as required.
- Designs a program schedule together with input from the program staff, school staff, and school administration such that students are provided the opportunity for: homework assistance, recreational activities, and educational enrichment activities.
- Communicates with school administration, staff, and parents on a regular basis regarding program activities.
- Assists with volunteer orientations and work with human resources to recruit new volunteers.
- Nurtures and builds strong relationships with staff and volunteers to develop good communication for accountability and long-term commitment.
- Observes staff during program activities for the purpose of ensuring the safety and welfare of students.

- Oversee the snack/meal service provided to students. Support the cafeteria staff by providing accurate counts of students and serving of meals.
- Takes inventory of program supplies, including drinks and snacks; submits requests for supplies to the Executive Director/Principal for approval and business office for processing; maintains records of purchases.
- Diffuses potential student conflicts (i.e. arguments, fights, etc.) for the purpose of minimizing the frequency or severity of incidents that could cause harm to students and/or disrupt campus activities.
- Assists in maintaining a supportive environment using tact and diplomacy.
- Monitors assigned areas to ensure non-authorized persons are not on school grounds.
- Reports non-authorized persons, vandalism and hazardous conditions to administration.
- Administers minor first aide to students with cuts, bruises, etc. for the purpose of meeting their immediate health care needs.
- Reports observations and incidents relating to specific students (i.e. discipline, accidents, fights, inappropriate social behavior, violations of campus rules, etc.) to communicate information to teachers and/or administration using written or verbal methods.
- Maintains an up-to-date Emergency Plan that aligns with the protocols used during school day. Ensures that emergency/medical supplies are fully stocked and replenished as needed.
- Ensures that students are only released to the appropriately authorized person, i.e., designated parent/guardian or other designated family member.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other duties as assigned

### **MINIMUM QUALIFICATIONS**

#### Education and/or Experience:

- High School Diploma or G.E.D. Required or 48 college semester or 60 college quarter units required.
- Ability to speak and write Standard English appropriate in a public-school setting.
- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment preferred.
- At least one (1) year experience serving in a supervisory or leadership position is highly preferred.
- Excellent communication skills (Written and Verbal).

#### Background Checks/Testing:

- Must pass a Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test