



CCLC ACTIVITY LEADER IV (AFTER-SCHOOL PROGRAM)

QUALIFICATIONS:

- Associates Degree, 72 quarter (48 semester) hours of post-secondary coursework or High School Diploma or equivalent, and pass a rigorous local assessment;
- Evidence of good leadership and citizenship qualities, and an interest in students;
- Ability to communicate well with adults and children;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere; and
- Prior job-related experience of three or more years.

REPORTS TO:

- Special Programs Director and Building Site Coordinator.

JOB GOAL:

- To safely conduct program activities, while assisting the Site Coordinator with various tasks related to the program.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent according to contract specifications; and
- Adhere to arrival, rest periods and departure times.

Responsibilities include but are not limited to the following:

- Oversee the preparation, set-up, and clean-up of activities;
- Supervise groups of students;
- Assist the Site Coordinator in maintaining a safe environment for students and staff;
- Assist other Activity Leaders in keeping the daily activities running smoothly;
- Responsibly interact with students and help create a friendly atmosphere;
- Assist in supervising students as they prepare to leave school grounds;
- Attend staff trainings and program meetings;
- Maintain daily records on all students, as directed by Site Coordinator;
- Act as a mentor to other Activity Leader staff, as assigned by Site Coordinator;
- Assist Community Partners, Volunteers, and Site Coordinators as they provide services to the program;
- Provide academic support for students;
- Supervise the program from beginning to end, of each day, as needed; and
- Handle activity management and student discipline according to District policy and procedures, as needed.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

Signature

Date