

CALIFORNIA MILITARY INSTITUTE

Board Approved: September 20, 2017
Salary Schedule: #286 Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: AFTER-SCHOOL PROGRAM SITE COORDINATOR

JOB PURPOSE STATEMENT: Manages all aspects of a single California Military Institute after-school site to ensure that the program meets educational, enrichment, and recreational objectives, and that the program is managed in accordance with policies and procedures including safe work practices. Supervises all staff and volunteers assigned to the site to provide well-coordinated student assistance. Meets all documentations requirements. Liaises with parents, collaborators, school management, donors and visitors to display the site and the program positively.

JOB FUNCTIONS:

- Supervises all staff, students and volunteers in the program at the site.
- Manages site staff under the direct supervision of the designated administrative staff
- Assist with interviews, recommends hiring and evaluates classroom supervisors and other part-time team members.
- Assist with managing the site budget including staffing, supplies, and fundraising.
- Maintains comprehensive student and volunteer records and product reports as required.
- Designs a site program schedule together with the California Military Institute's administrative team such that students have access to snack time, homework help and a variety of recreational, educational and enrichment activities.
- Works with collaborative partners (if applicable) to implement programs.
- Works with other providers to develop on- and off-site enrichment opportunities.
- Communicates with school administrators, school staff and parents on a regular basis regarding program activities.
- Assists with volunteer orientations and works with the administrative staff to recruit new volunteers.

JOB FUNCTIONS (continued):

- Nurtures and builds strong relationships with volunteers to develop good communication for accountability and long-term commitment to volunteering.
- Performs other duties as assigned.

PHYSICAL ABILITIES

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

OTHER RESPONSIBILITIES:

- Implements the safety plan at the site.
- Implements other human resource policies and procedures.
- Implements other plans or management requirements related to the site's owner or manager.
- Attends monthly Site Coordinator meetings and other meetings and trainings as requested.
- Supervises, trains, and develops subordinates in line with the objectives, policies and procedures of the organization. Completes supervisory responsibilities in a timely and thorough manner.
- Maintains highest degree of confidentiality in student, staff and management matters.

OTHER SKILLS:

- Ability to work cooperatively and collaboratively with staff, public officials, private sector officials, parents and community leaders.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Excellent organizational and management skills.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER & EQUIPMENT SKILLS:

Word processing
 Spreadsheets
 Use typical office equipment

E-mail
 Internet software

WORK ENVIRONMENT:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

PHYSICAL DEMANDS:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Visual efficiency				X

These jobs require that weight be lifted/ pulled or force be exerted as indicated:

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Up to 10 pounds		X		
Up to 25 pounds		X (totes/wheels)		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Does this job have any special vision requirements?

- Close vision (clear vision at 20 inches or less) - Viewing Computer Screen

ADDITIONAL INFORMATION:

- Must be willing to work some evenings and weekends.
- Must be willing to travel to off-site meetings, trainings, and events.
- Eligible to accept assignment.

JOB QUALIFICATIONS:

Education:

- Bachelor's degree (BA) from four-year college or university, or 1 year of program experience within a school, community, or youth based educational program in lieu of Bachelor's degree is required
- At least one year in a supervisory or leadership position is highly preferred.

Experience:

- Previous classroom experience is preferred.
- Support our English-learner population by being bi-literate (Spanish preferred)

Licenses, Certifications, Bonding, and/or Testing:

- Possession of a valid California Motor Vehicle Operator's License and be eligible to drive Charter vehicles under the Charter's liability insurance program
- Must pass Live Scan (criminal background check via fingerprinting)
- TB Clearance
- Drug/Alcohol Clearance