

ELK GROVE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: PROGRAM ADMINISTRATOR-AFTER SCHOOL/ACALETES
LEARNING COORDINATOR**

BASIC FUNCTION:

Under the direction of a Principal, coordinate and manage the After School/Acaletes program at an assigned school site; participate in the coordination of curriculum, instruction and assessment of students.

ESSENTIAL FUNCTIONS:

Coordinate and manage the Acalete after school program including homework and tutoring center recreational activities and parent workshops; establish RESULTS comments counseling services and recreation program goals for each component.

Participate in the coordination of curriculum, instruction and assessment of students between the regular day and Acalete; establish and implement specific training programs for teachers, parents and community volunteers working at Acalete.

Coordinate and manage site-level after school programs including registration of students, parent participation, observations in classrooms, staff assistance, acquisition of materials and supplies and transition to kindergarten.

Analyze student performance data from school-wide assessments and implement corrective strategies to improve student performance through the after school program.

Identify appropriate interventions to assist students not learning as they should including students at risk of retention; work closely with reading specialists to improve student performance during after school programs; work closely with counseling staff to monitor academic success and teen intervention crisis.

Monitor reading, language and math achievements of individual students involved in afterschool interventions; articulate student progress through on-going communication and interaction with teachers and grade level teams.

Design and establish appropriate workshops and related activities for parents including enrollment in Adult Education classes and referrals to other support services.

Coordinate Acalete programs and services with other State and federal programs.

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Maintain current knowledge of State and federal legislation and regulations affecting after school programs.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of assigned programs and activities.

Curriculum taught in District schools.

Instructional standards and strategies.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

ABILITY TO:

Coordinate and manage various after school programs.

Assess student needs and develop viable plans and alternatives.

Prepare and deliver oral presentations.

Learn school management skills.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain comprehensive reports.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: three years of classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.

Valid Administrative Services Credential or Administrator in Training Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.