

YREKA UNION SCHOOL DISTRICT

September 21, 2016

OPENING for 2016-17 School Year

SAFE SITE COORDINATOR

6 hours per day

12:15 PM – 6:15 PM at Evergreen School

Site Coordinator for After School Program

This is a supervisory position and therefore is not a part of the classified bargaining unit.

POSITION DESCRIPTION:

Under the supervision of the site **principal and district superintendent**, and in cooperation with SCOE area coordinator, the Site Coordinator will assist in the development, coordination and implementation of after school programs for students, including academic enrichment, sports and recreation, visual and performing arts, health/nutrition, technology, environmental/outdoor education, etc. The Site Coordinator will recruit and/or engage students, volunteers, and parents in the projects after school program and coordinate with students and school staff in activity development and offerings. Duties include: assisting with hiring, assignment, scheduling, and supervision of staff; coordination and implementation of after school-site activities; all project meetings (Governance Boards, Evaluation); evaluation and data collection assistance; and participation with project administration in fiscal management and required local and state reports.

PROGRAM DESCRIPTION:

The **After School for Everyone (SAFE)** program is funded by the California Department of Education and is part of a Siskiyou County consortium, facilitated by the Siskiyou County Office of Education (SCOE), and locally funded via matching funds by a variety of methods. This SAFE program serves a consortium of school districts and provides after school throughout Siskiyou County. This position serves only Yreka Union School District. After School Program activities include: integrated academic assistance and enrichment; English language assistance; technology applications; recreation and sports; applied nutrition and health education; and fine and folk arts.

PRINCIPLES OF OPERATION:

1. Hold student success as a primary goal.
2. Practice principles of collaboration.
3. Participate as an integral member of the SAFE planning team for Yreka Union School District.
4. Work productively with independent initiative.

EXAMPLES OF DUTIES: (May include, but not limited to the following)

1. Assist in planning and successful implementation of **After School** program.
2. Recruit and enroll students into the program.
3. Promote participation of students, school staff, volunteers and parents.
4. Plan and implement a variety of after school activities.
5. Local and regional travel, as necessary, to fulfill grant requirements.
6. Gather and maintain student data for evaluation efforts.

7. Coordinate activities with school and community representatives.
8. Evaluate SAFE After School program staff.
9. Other related duties as assigned by the site principal or district superintendent.

QUALIFICATIONS:

KNOWLEDGE OF/ABILITY TO:

1. Organize and implement a variety of extra-curricular activities for students of all ages.
2. Encourage active involvement and investment of students, schools, volunteers, and community.
3. Communicate effectively in oral and written expression.
4. Prepare, maintain, and submit accurate and timely reports.
5. Use technology to maintain student records.

EXPERIENCE AND TRAINING:

1. Two years college level course work in recreation, psychology, health, or other related fields. **At a minimum, must meet Siskiyou County Office of Education NCLB Paraprofessional criteria.**
2. Two years experience in developing and implementing youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.
3. Strategies for language arts and mathematics instruction.
4. Basic computer and technology skills.
5. Demonstrated experience working with diverse cultures and populations.

SALARY / HEALTH BENEFITS

Salary is dependent upon experience and placement on salary schedule.
Eligible for full benefit package if working more than 6.5 hours per day.

APPLICATION PROCEDURES

Submit a letter of interest specifying the position to Donna Tudor, HR/Payroll Manager. Include a resume and two letters of reference. If not currently employed by the district, complete a district application or an application on Ed Join (edjoin.org).

APPLICATION DEADLINE

12:00 p.m. on Wednesday, September 28, 2016

INTERVIEW DATE: T.B.A.

The Yreka Union School District is an equal opportunity employer, and does not discriminate on the basis of sex, race, color, religion, national origin, ethnic group, marital or parental status, or any other unlawful consideration.