CLASSIFIED VACANCY NOTICE
July 8, 2021

JOB TITLE: After School (ASES/ASART) Site Leader
5 hours daily, 10 Months

SCHOOL SITE: TBD

SALARY: Classified Schedule J, $18.14 - $28.58 hourly

DUTIES AND RESPONSIBILITIES

● Establish and maintain a safe and healthy learning environment; communicate with parents and school staff concerning program activities.
● Provides leadership to a team of program staff to design and implement programs.
● Actively presents and/or participates in all required staff development training and workshops.
● Supervises and ensures the safety of students at all times.
● Oversees literacy, homework and enrichment components so that activities are aligned with the needs and interests of individual participants.
● Works effectively with the school principal, teachers and the local community.
● Works effectively with parents and community volunteers.
● Problem solves; communicates effectively, sets priorities and goals; resolves conflict and manages time effectively and meets deadlines.
● Orders supplies.
● Manages scheduling and attendance records, employee time sheets, and CACFP (Child and Adult Food Program) Supper Records.
● Assists the after school program director with the evaluation of the program and provides feedback on support staff.

KNOWLEDGE AND ABILITIES
Knowledge of:
Learning activities/curriculum appropriate for children ages 4 to 14 years.

Ability to:
Communicate effectively, orally and in writing with all socio-economic levels, understanding cultural differences and language barriers.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Understand and follow oral and written instructions.
REQUIRED EDUCATION AND EXPERIENCE

- Bachelor’s degree and two years experience working in an after school program or with children. Or three years experience working in an after school program and enrolled in a college program leading to a Bachelor’s degree.
- Ability to speak and write Standard English.
- Must pass LiveScan Criminal background check, fingerprinting and TB Test
- First Aid and CPR certification
- Excellent organizational and interpersonal skills desired.
- Excellent communications skills.

PHYSICAL ATTRIBUTES

- Seeing to monitor after school activities
- Hearing and speaking to exchange information in person and on the telephone.
- Standing or sitting for extended periods of time.
- Ability to lift, carry, pull or otherwise move objects between 10 and 20 pounds.
- Walking to observe children on the playground or in the classroom.
- Kneeling and crouching to be on the same level as children.
- Ability to engage in physical activity with students without limitations.
- Ability to supervise students outside without limitations.
- Wearing of RSD vest when supervising outside and on off campus field trips.

SALARY

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EMPLOYMENT STATUS

Classified Position

SUBMIT APPLICATION IN EDJOIN: https://www.edjoin.org/Home/DistrictJobPosting/1436261

ACCOMMODATION FOR DISABLED: If you have a limitation, as defined in the Americans with Disabilities Act (ADA), that needs accommodation during the testing process, please let us know when you submit your application.

Rosemead School District
3907 Rosemead Blvd.
Rosemead, CA 91770-1951

Non-Discrimination Statement: The Rosemead School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

The Rosemead School District is an Equal Opportunity Employer