

Maxwell Unified School District
515 Oak Street
Maxwell, Ca. 95955
530-438-2291
FAX 530-438-2693

JOB DESCRIPTION – AFTER SCHOOL DIRECTOR

DEFINITION:

This is a classified management position under the general direction of the site Principal. This Director plans, directs, and supervises a comprehensive After School Program and is responsible for articulation of after school tutorial and enrichment of students in activities. Establishes and sets goals and standards concerning the After School Program and ensures program compliance with Federal, State, and District requirements.

DUTIES:

- Planning for activities to enrich child development and education through the use of various materials.
- Direct supervision of students and performance of the above activities.
- Supervision of paraeducators and student helpers in the performance of these activities.
- Arrangement and scheduling of paraeducators and student helpers to cover time and number of students.
- Maintenance of records for participating students.
- Ordering of materials as needed for the program.
- Assign, supervise, train, and evaluate personnel in the After School Program. Schedule substitute workers covering all shifts.
- Verify program is in compliance with all district policies and State and Federal guidelines.
- Serve students snack
- Maintain student discipline
- Maintain a safe environment
- Prepare monthly, quarterly, and annual reports
- Perform other duties as assigned

REQUIRED QUALIFICATIONS:

- Must be a high school graduate.
- Must have an ability to perform routine clerical and computer work.
- Must be NCLB compliant.
- Must have the ability to work independently and with initiative in ensuring the completion of assigned duties.
- Must be able to meet schedules and timelines.

- Must be able to establish positive relationships with the community, students, other school personnel and administrators.

WORK ENVIRONMENT:

This position may require both indoor and outdoor assignments. This position may require that the employee be exposed to inclement weather such as wind, heat, cold, rain or snow.

PHYSICAL DEMANDS:

This employee may be required to sit for extended lengths of time, stand for extended periods of time, lift boxes weighing up to 25 pounds.

Board Approved: 12/07