



RIALTO UNIFIED SCHOOL DISTRICT

Teacher On Special Assignment (After School Education and Safety Program (ASES) & District Saturday Sports Program) Job Description

DEFINITION

Under general supervision, essential functions include but are not limited to: plan, organize, and coordinate ASES funded after school program operations and activities; including homework assistance; arts and crafts, indoor/outdoor recreation activities, special events and excursions; establish and maintain related time lines and priorities; manage programs and activities to meet the goals and objectives of Educational Services; supervises and assists in evaluating program facilitators; assure that related activities comply with established standards, requirements, CA Education Code regulations, and policies. Performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- Coordinate ASES program activities, communications and information between administrators, departments, staff, faculty, families, school districts, outside organizations, the community and various local, State and federal agencies;
- Assure proper and timely resolution of staff, child and parent issues, concerns and conflicts related to the program.
- Responsible for the organization and direct registration of participants in the ASES program in order to meet and/or exceed mandated attendance requirements.
- Provide consultation and technical expertise to administrators, staff, faculty, outside agencies, families and the public regarding the ASES program;
- Respond to inquiries and provide detailed and technical information concerning program operations, activities, services and related standards, requirements, CA Education Code regulations, policies, and procedures.
- Participate in preparation and development of the annual preliminary budget for the ASES program;
- Review and evaluate budgetary and financial data; control expenditures and assure compliance with established limitations; and prepare related documents and correspondence.
- Oversee and participate in the preparation and maintenance of various records, annual state and federal reports and files related to the ASES program, including, but not limited to: enrollment, attendance, student achievement, nutrition, funding, compliance action plans, and/or Federal Program Monitoring.
- Attend and conduct various meetings as assigned; prepare agendas; attend and participate in various community meetings and events as directed;
- Prepare and deliver oral presentations concerning ASES program.
- Monitor and evaluate program services and activities for educational effectiveness and operational efficiency.
- Direct the implementation, quality control and ongoing improvement of assigned District Saturday Sports program(s) in Rialto Unified School District schools.
- Coordinate facility use for a variety of sports activities and work with site and district personnel to ensure proper safety conditions of the facilities or areas in which the assigned sports are conducted at all times when athletes are present.
- Develop master schedules of sporting events (pre-season, regular season, playoffs) including dates, times and locations, by season and sport and communicate schedules to school sites in a timely manner.
- Facilitate periodic meetings with school principals or designated staff member(s) and coaches.
- Collaborate with site administration for the recruitment and/or certification of coaches for various sports.
- Ensure appropriate supervision for each game location, for each season.
- Responsible for the procurement, proper maintenance and accurate inventory of equipment under jurisdiction of the program.
- Effectively interact with and respond to inquiries and/or concerns from District and school site personnel, coaches, parents, and community members.
- Performs other related duties as may be assigned by the Associate Superintendent, Educational Services.

QUALIFICATIONS

Knowledge of:

Basic supervisory skills; basic concepts of child growth and development and developmental behavioral characteristics, behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; basic mathematical concepts; routine record storage, retrieval, and management procedures.

Ability to:

Train and supervise staff; assist in coordinating after-school programs; demonstrate an understanding, patient and receptive attitude toward students of varied age groups, appropriately manage student behavior and guide students toward more acceptable social behaviors; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational and enriching after-school learning environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults. Understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing and establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

- Three (3) years of teaching experience with evidence of site leadership responsibilities.
- Possession of a valid California clear teaching credential.
- EL authorization or equivalent.
- Tenured certificated employee.

PHYSICAL DEMANDS

Physical class:

Moderate Work: - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds, and dirt.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours	Kneeling:	Frequently
Frequently/Medium - 3 to 6 hours	Sitting:	Occasionally
Constantly/High - 6 to 8 hours plus	*Driving:	Occasionally
Stooping: Occasionally	Walking:	Frequently
Bending: Frequently	Push/Pull:	Frequently
Lifting: Frequently	Standing:	Frequently
Reaching: Frequently	Carrying:	Frequently
Handling: Frequently	Fingering:	Frequently
Grasping: Frequently		

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Keyboarding:	Occasionally	Twisting:	Frequently
Elbow flexion/extension:	Frequently	Wrist flexion:	Frequently
Forward should/neck flexion:	Frequently	Reaching to shoulder level:	Frequently
Reaching below shoulder level:	Frequently	Reaching above shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	Yes	Fluorescent lights:	Yes
Noise:	Yes	Working outside:	50% of the day
Odor:	Yes	Working inside:	50% of the day
Humidity:	Yes	Floor may be slippery at times:	Yes
Moisture:	Yes	Working in close quarters with others:	Yes

This job requires:

Alertness:	Constantly	Attention to detail:	Constantly
Recall of names and dates:	Yes	The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees			

Ability to deal with psychological factors:

Team work:	Yes	Repetitive tasks:	Yes-high
Frustration:	Medium	Level of responsibility:	High
Flexible:	Yes	Must keep up with schedule:	High
Able to work overtime as needed:	High		
Dealing with angry teachers, student, and parents:	Medium		