Bargaining Unit / Group: ***CSEA 868***
Salary Range: ***125***
Approved: ***May 25, 2017***
Revised: ***July 1, 2023***

CAMPBELL UNION SCHOOL DISTRICT
PROGRAM LEADER

JOB DESCRIPTION:

Under general supervision of the Expanded Learning Site Manager and Director, Program Leaders will work with elementary and middle school Site Managers to develop safe, enriching and recreational programs for students. Program Leaders may attend to students at the site without the presence of the Site Manager.

RESPONSIBILITIES:

- Plan indoor and outdoor recreational activities, STEAM Clubs and oversee the implementation of relevant and district determined curriculum for groups of students and staff.
- Assist students in completing homework.
- Supervise all students in the program, ensuring the monitoring of your assigned group of students at all times.
- Communicate with parents at pick up, drop off and other appropriate times needed.
- Provide positive leadership, coaching, and supervision to students, and Youth Leaders.
- Attend monthly Program Leader meetings and staff trainings
- Build professional relationships with school staff.
- Notify Site Manager of program needs for instructional materials, custodial supplies, program snacks and other program needs.
- Meet with Site Manager weekly, or as requested, to assess the program is maintaining effectiveness.
- Maintain attendance records.
- Support Youth Leaders with weekly program schedules.
- Communicate with Site Manager, After School Liaison and/or Expanded Learning Director regarding any parent/student concerns.
- Oversee program and students when Site Manager is off site.
- Other related duties as assigned.

QUALIFICATIONS:

Experience in working with school-age students in summer camp or after school setting for two or more years.
Strong experience in leading student groups and some supervising experience
High school diploma or college degree.
Strong leadership skills in planning activities and taking charge of large groups of students.
Strong communication skills, both oral and written.
Twelve (12) or more core units of Early Childhood Education Units or units in recreation, preparation classes for a teaching credential, childhood Psychology; three (3) units of Administration, Supervision or leadership classes; completion of a Child Development Assistant Permit.

Basic Skills for paraprofessionals certification

REPORTS TO:

Site Manager and Expanded Learning Director

TERMS OF EMPLOYMENT:

School Year and/or Summer Program
Salary to be according to the current CSEA salary schedule.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.