

TITLE: BASIC Assistant Site Coordinator **DEPARTMENT:** Before and After School Care Program

REPORTS TO: BASIC Site Coordinator and Before and After School Care Director

POSITION SUMMARY: Provides assistance to the Site Coordinator in overall management of the facility and operations which may include: supervision of children, communicating with families, scheduling field trips, building relationships with the host community and coordination of activities on site to assure all District and National policy requirements are met and maintained. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Supports the Mission, Vision and Direction of the Issaquah School District (ISD):
 - understands and supports the mission of the ISD;
 - demonstrates flexibility and accepts change; and
 - creates, directs, coordinates, prioritizes and manages learning activity programs that connect all students, including those traditionally underrepresented, to their learning community so that their skills in communication, group processes, human relations, and self-awareness improve and grow.
- Builds Community:
 - understands and embraces the role of volunteers;
 - helps participants make connections to others and to the ISD;
 - promotes and supports self-esteem by respecting, accepting and comforting children, regardless of their behavior and practices effective and appropriate relationship-building techniques;
 - implements, manages, and supervises activities and events for students that are appropriate for students at different grade levels and are differentiated for ability
- Provides a Quality Experience for Participants, Internal Customers, and Others:
 - possesses the ability to deliver positive experiences for stakeholders;
 - responds to concerns and complaints promptly and in a way that makes each person feel valued;
 - plans, prepares and provides a program, including the preparation of plans as necessary so that the program is uninterrupted in the event of a regular staff person's absence;
 - assesses the needs of the students and provide a suitable learning environment to meet their needs;
 - utilizes appropriate behavior and group management techniques while supervising events and activities and ensures a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize activity time;
 - establishes a safe, healthy and clean learning environment for children and assists them in maintaining good personal hygiene and respect for the premises;
 - maintains safe and healthful conditions in the facility and report promptly to the site director any serious accident or illness affecting students in the program;
 - maintains an inventory of necessary materials and supplies needed to facilitate the program;
 - provides input on each pupil's growth and behavioral development and makes periodic reports to parents or guardians as well as to the designated District administrator;
 - provides feedback to students including prescribing ways to maintain progress and overcome difficulties; and
 - provides regular program evaluative feedback with suggested plans for amelioration of any targeted areas of physical and or emotional concern to the Principal or designee and other stakeholders.
- Works Productively:
 - consistently performs duties in a safe and conscientious manner within the agreed upon timeframe;
 - reliably attends with consistent punctuality;
 - actively participates in staff meetings, required trainings, and other work related activities;

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- assists in the administration of ISD resources appropriately and efficiently, relative to the BASC program at site;
 - participates in the direct supervision of basic District playground supervision ratios during the program;
 - provides in-service training for educational assistants;
 - implements procedures for sick and injured children and notifies parents and other stakeholders of accidents or illness as appropriate and necessary while maintaining the appropriate records;
 - implements discipline procedures and maintains appropriate discipline record-keeping system;
 - continues to improve methods and techniques by attending workshops, professional meetings or conferences, and keeping abreast of current innovations through professional literature and associations;
 - possess knowledge of and adhere to Governing Policies and District Regulations and Procedures;
 - participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Uses Effective Personal Behaviors and Communicates Effectively:
 - treats everyone with courtesy, respect and consideration;
 - listens actively and genuinely;
 - communicates in a clear and pleasant manner;
 - works cooperatively and collaboratively as a team member;
 - maintains open communications with parents and children by responding to their concerns and desires in a timely manner; and
 - demonstrates positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.

QUALIFICATIONS:

EDUCATION: High school diploma. AA, Bachelors, Master’s degree or Doctorate from an accredited college or university.

EXPERIENCE: 2 or more years of effective work with elementary or middle school age students.

CERTIFICATES & LICENSES: Valid WA State driver’s license and appropriate insurance required. Valid First Aid/CPR/AED and health certificate. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Training for supervising students and adults. First Aid/CPR/AED as necessary.

REQUIRED TESTING: First Aid/CPR/AED as appropriate

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date