



PERSONNEL COMMISSION

Class Code: 0720
Salary Range: 24 (M2)

KIDS' CLUB ASSISTANT PROGRAM MANAGER

JOB SUMMARY

Under direction, assist in planning, organizing, and directing the development, implementation, and operation of the District's Kids' Club/Youth Connection Program and assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in planning, coordinating, and evaluating the program, identifying needs and assist in developing both long and short-range goals. ***E***
- Confer with school site personnel, or other appropriate district personnel, regarding the program, staff, or district policies and procedures. ***E***
- Assist in individual site assessment and needs analysis, including on-site visitations.
- Coordinate and facilitate in-service training for staff and/or parents as needed. ***E***
- Train personnel, in such areas as curriculum development, and safe and efficient methods and practices. ***E***
- Participate in monitoring program budgets, fee collection systems, and enrollment procedures. ***E***
- Promote a positive community relations program through Parent Teacher Association and other community organizations. ***E***
- Assist in funds development and establishing and maintaining community and business partnerships. ***E***
- Participate in the development and facilitation of an active marketing program. ***E***
- Maintain various administrative records including payroll-related records and time sheets, inventory, and accident/damage/theft/complaint reports. ***E***
- Write various reports and correspondence. ***E***
- Consult with parents and assist in the facilitation of parent meetings. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification is responsible for assisting in the professional management of the Kids' Club/Youth Connection Program of the Long Beach Unified School District. The primary operations of the program are delivering child-care at various sites before and after school times, ranging from 6:30 a.m. to 6:30 p.m., or as otherwise established. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of child development.
Developmentally appropriate curriculum.
General principles of training.
Appropriate safety precautions and procedures, First Aid, CPR, and standards of health and sanitation.
Diverse cultural communities and backgrounds.
Computerized records and computer record keeping (preferably using M.S. Word and Excel).

Ability to:

Assist in training employees, supervising and evaluating students (including correcting unacceptable behaviors).
Assist in planning and developing an effective program of child-care, as defined, to meet the needs of the community within budgetary constraints.
Demonstrate leadership and managerial skills.
Recognize and correct safety hazards.
Learn, interpret, and follow District policies and procedures.
Assist in establishing and maintaining effective controls over financial resources.
Understand and implement program modifications.
Work well in varied and changing circumstances.
Set up and maintain records.
Speak effectively and make public presentations to large and small groups.
Write letters, reports, notices, and related materials.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Operate a vehicle observing legal and defensive driving techniques.
Operate a computer terminal or microcomputer, using software such as M.S. Word and Excel.

Education and Training:

Bachelor's Degree from a recognized college or university with a major in public administration, child development, education, or related social science.

Experience:

Three years of experience working with school age children in a public or private school or licensed child care setting, including one year in a lead or supervisory level of responsibility for the program or for personnel engaged in the delivery of the program services.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license.

Possession of an American Red Cross First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate within six months of employment.

WORKING CONDITIONS:

School or classroom learning center, playground, or office environment.

General office clerical working conditions.

Requires going to sites for visits, meeting with individuals or groups.

Making oral presentations to individuals or small/large groups of people.

PHYSICAL DEMANDS

Lifting, kneeling, and an ability to be physically interactive with children up to pre-teens.

Lifting of supplies and books.

Dexterity of hands and fingers to operate a computer keyboard.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/29/97

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