



**After School Classroom Leader, Santa Rosa  
Classified Part-Time  
Position Description  
2015-2016**

**Position Summary**

We are looking for individuals who are passionate about making a positive impact on the Napa community through afterschool enrichment programming. The COOL School Afterschool Classroom Leader position is located at six (6) elementary schools in southwest Napa. At each location, Classroom Leaders will work alongside a team comprised of: COOL School staff, AmeriCorps service members, and volunteers.

Under the direction of the COOL School Site Supervisor, the Afterschool Classroom Leader will facilitate one grade level classroom of twenty (20) students. It is the responsibility of the Afterschool Classroom Leader to independently plan, organize, and perform a wide variety of specialized duties in the implementation of the COOL School Afterschool Program.

**Essential Duties**

**Overall**

- Prepares and implements creative, hands on, interactive, and engaging lesson plans with short and long range curriculum goals and objectives that meet the needs of all students, including those with disabilities.
- Uses a variety of approved instructional materials, resources, and experiences to enrich student learning, with an emphasis on incorporating youth choice and interests.
- Prepares students for performances or presentations as appropriate.
- Maintains accurate attendance and sign in information for youth participants.

**Behavior Management**

- Ability to manage a classroom effectively with 20 students.
- Monitors student progress and needs as appropriate, including active student participation.
- Deliver Second Step curriculum lessons focusing on skills for social and emotional success.

**Interpersonal Skills**

- Uses effective positive interpersonal communication skills.
- Builds relationships and liaises with other teachers, aides, building administrators, and program staff to drive collaboration and program success.

**Professionalism**

- Adhere to NCOE COOL School professional conduct policies.
- Completes periodic reports as required.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

- At least two (2) years of experience in youth programming (may be substituted for 1 year AmeriCorps term)

- Encourages youth voice in the development of program activities, with emphasis on inclusion and academic achievement for a multicultural and diverse population.
- Classroom and behavior management skills; group facilitation.
- Knowledge of parent/student needs and issues.
- Commitment to professional growth and eagerness to learn.

### **Requirements**

- Obtain Fingerprint and TB Clearance
- Obtain CPR/First Aid Certification
- Be able to work well and collaboratively with a diverse community
- Be able to work well as a member of a team
- Be dependable and responsible
- Be able to determine and maintain confidential information
- Be able to maintain a harmonious working relationship with parents, students, school staff, volunteers and community members/organizations.
- Be a self-starter and be able to work with minimal supervision.
- Be able to plan and organize multiple project tasks
- Communicate clearly and effectively both orally and in writing
- Must complete NCOE's Instructional Aide Exam

### **Requirements Prior to the Start of Employment**

- Criminal fingerprinting background checks through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).
- National Sex Offender Registry check
- TB Test with Negative results within the last four (4) years

### **Hours and Rate of Pay**

- Hourly rate: \$11.00 per hour with an opportunity to increase \$1/hour each year up to \$14/hour
- Generally: Monday, Tuesday, Thursday, Friday from 1:30PM–6:15PM; Wednesday 12:15 PM – 6:10 PM
- Modified hours for training and other meetings when necessary
- Three (3) personal and five (5) sick days per year, which are unpaid days off
- All school holidays are unpaid days off

### **Terms of Employment**

- This is an hourly, temporary, part-time position dependent upon Grant funding.
- Medical benefits are not provided with this position.

### **Application Process**

- To learn more about this position and the application process, send us an email or give us a call! You can also learn more at our website: [www.calserves.org](http://www.calserves.org).