



Goleta Union School District
Expanded Learning Programs After School Program (ASP) Specialist

Salary Schedule Range: 38

Work year: 12 months

Basic Function

Under the direction of the Expanded Learning administrator, organize, lead and participate in the Expanded Learning After School Program (ASP); maintain close, daily contact with staff to support and guide the implementation of program objectives and standards; provide/receive information in support of the program administrator; train, assign and provide work direction to assigned personnel; and serve as liaison between students, staff, parents, District personnel and the community.

Representative Duties

Serve in a lead capacity during an assigned shift; communicate with District and site administrators related to departmental functions on assigned site(s); prioritize and participate in scheduling assignments. E

Implement staff training and development programs to provide feedback and growth opportunities for ASP Leads and ASP Assistants to create safe, enriching, and engaging site based after school programs and intersession enrichment program activities. E

Provide staff support and feedback with research based methodologies for conflict resolution and positive reinforcement strategies when working with children. E

Provide staff support and guidance with the implementation of program based social emotional learning. E

Ensure a healthy and safe environment, ensuring facilities, equipment and supplies appropriately meet the needs of staff and children. E

Maintain regular contact with ASP staff, parents, and school staff as needed to provide program support. E

Develop appropriate partnerships with school office staff, community enrichment providers, and parents to strengthen relationships in which support programming. E

Prepare, maintain and update records in areas related to child and staff attendance, discipline, emergency, health and other student records as assigned. E

Develop and maintain public relations to increase the visibility of programs, services and activities within the program. E

Participate in recruitment and orientations of new employees and assist with in-service training programs as required. E



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Perform related duties as assigned

Knowledge & Abilities

Knowledge of:

- Basic concepts of child growth and development, and developmental behavior characteristics
- Student behavior management strategies and techniques
- District organization, operations, policies and objectives
- Applicable laws, codes, rules and regulations related to assigned activities
- Proper English usage, grammar, spelling, punctuation and vocabulary
- Basic arithmetic concepts
- Operation of a computer and assigned software

Ability to:

- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups
- Establish and maintain cooperative and effective working relationships with others
- Lead meetings and groups of individuals in training
- Communicate effectively both orally and in writing
- Train and provide work direction to others
- Maintain records and prepare reports
- Understand and follow oral and written directions
- Work independently with little direction
- Meet schedules and timelines
- Operate a variety of educational and office related machines and equipment
- Any combination equivalent to: graduation from high school supplemented by course work or training in child growth and development, instructional technology or closely related field and one year of experience working with elementary age students.

Licenses and Other Requirements

- Valid California driver's license and insurance coverage required by law.
- High School Diploma/GED.
- Any combination of education and experience that provides the required knowledge, skills and abilities is deemed as qualifying.
- Bachelor's degree preferred.
- Bilingual/biliterate preferred.
- Demonstrated commitment to diversity, equity, and inclusion.
- Experience working with groups of children, especially students with diverse backgrounds, in an organized environment is desirable.

Working Conditions

Environment

Indoor/Outdoor environment.



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Physical Demands

Lifting, carrying, pushing, or pulling moderately heavy objects.
Standing and walking for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.

Hazards

Contact with challenging behavior that may include hitting (open/closed hand), punching, kicking, scratching, yelling, biting, and eloping