

Position Description

Fresno CORAL Team Leader

15-21 Hours Per Week Non Exempt

10 Month Grant Funded Position

ROLE:

Reports to Site Coordinator to: (1) assist with the development, coordination, evaluation and improvement of out-of-school educational activities provided for student participants and their families at an assigned Fresno CORAL or partnership site; (2) help ensure that all student records are complete, accurate and current; (3) help ensure that evaluation and management systems and the Fresno CORAL attendance or comparable systems are implemented effectively; (4) acts as an on site document internal review team member.

RESPONSIBILITIES:

- Facilitate organized education, recreation and enrichment activities for students.
- Assist students with homework and reading as needed.
- Assist with the distribution and clean up of snacks.
- Assist with the development, management, and improvement of program components and activities leading to positive outcomes for participants.
- Settle disputes between children in a positive and effective manner.
- Prepare lesson plans, materials and equipment.
- Work with supply requisitions and inventory.
- Help ensure the health and safety of all program participants.
- Help to secure and maintain the desired student enrollment.
- Provide ongoing opportunities for children to experience success.
- Help ensure that students are well behaved.
- Help ensure that positive academic and social outcomes are being achieved for participants.
- Incorporate the Fresno CORAL vision and mission into program activities.
- Assist the local evaluator to obtain student information; e.g., transcripts and attendance records.
- Actively participate in all training and staff support activities and workshops required by the Fresno CORAL program.
- Help ensure that positive academic & social outcomes are being achieved for participants.
- Help to keep parents, school staff, and the neighborhood informed about Fresno CORAL.
- Provide in home tutoring for students.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- AA Degree or 48 semester units from an accredited college or be NCLB compliant by passing the California State Paraprofessional Exam.
- A high school diploma or combination equivalent to graduation from high school.
- Paid or volunteer experience with students in an educational setting.
- Good English writing and speaking skills.
- Ability to work cooperatively with others.
- Possess a valid California driver's license and verifiable insurance.
- Fingerprinting, background check, and TB clearance.
- Basic methods used in instruction for large groups and one on one tutoring.
- Willingness to work evenings and/or weekends to support operational schedule.
- Willingness to change program sites as needed.
- Able to lift 25 lbs.

DESIRED QUALIFICATIONS:

- BA degree in education, child development or related field.
- Knowledge of basic concepts of child development and/or tutoring.
- Basic first aid and CPR certifications.
- Ability to maintain records.
- Knowledge of and/or experience in working with diverse populations.
- Bilingual writing and speaking in various languages.
- Oral and written translation skills.
- Experience with project based learning, visual and/or performing arts activities.

Employee Print Name: _____ Date: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____