San Leandro Unified School District
Job Description

ASSETs Site Liaison

Definition

The After School Safety and Enrichment for Teens (ASSETs) Site Liaison will work collaboratively with the site staff, parents, students, and community members to coordinate meetings, manage budgets, recruit and enroll participants, provide training, maintain records, develop community partnerships, and manage daily activities for the ASSETs program. The site liaison will report directly to the site supervisor.

Essential Duties and Responsibilities

Recruitment, Coordination and Collaboration

- Work closely with school principal, teachers and district grant coordinator to develop, implement and coordinate an extended day program
- Recruit and enroll program participants to meet grant average daily attendance requirements.
- Identify, train and manage schedules for after school teachers, paraprofessionals, volunteers, parent liaisons and community partners to implement academic, recreation and enrichment activities
- Work collaboratively with parents, school staff, district office staff, students and community members in all program activities.
- Establish and maintain partnerships with community based organizations, public agencies, local universities, city agencies, and other collaborators.
- Coordinate monthly meetings with site staff.
- Participate in meetings with collaborative partners, including district office staff, Lincoln Highs School and SLHS stakeholders and community partners.
- Attend meetings that may occur offsite and outside the regular work hours as required.

Comply with District and Grant Guidelines

- Establish and maintain student attendance accounting and reporting procedures.
- Keep accurate and timely records concerning student participation and program activities.
- Submit all required documentation on a timely basis, including attendance, snack counts, emergency cards, permission forms, board resolutions, and surveys.
- Coordinate facility management related to custodial services, classroom use, security, safety, and transportation.
- Work with consultants and other staff in program evaluation.
- Coordinate evaluation process including surveys of students, staff and parents.
- Prepare and present oral, written, and statistical reports on program operation and effectiveness.

Fiscal Management

- Assist district coordinator with development, monitoring and control of program budgets.
- Coordinate payment of after school staff, including timesheets and invoices.
- Help design a sustainability plan for the after school program

Qualifications:

- A four-year degree from an accredited college or university, or equivalent experience preferred.
- A minimum of three years work experience in a school or agency performing planning and supervision activities based on the developmental needs of youth.
- Demonstrated ability in program planning.
- Strong written and verbal communication skills.
- Demonstrated ability in personnel matters, recruitment, motivation and retention of key personnel.
- Ability to work effectively with diverse district/school staff, parents, and community members.
- Able to implement and supervise a positive learning environment, incorporating academics, enrichment, and recreation.
- Ability to identify program needs, develop new programs, and enhance existing programs.
- Working knowledge of budget preparation, control, and management.
- Possession of a valid California Driver's License
- Current CPR and First Aid Certifications desirable
- Bi-lingual in Spanish desirable

Physical Requirements and Working Conditions:

- Require the mobility to stand, stoop, reach and bend
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Require the ability to stand for long periods.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Able to work in inside and outside environmental conditions
- May be required to provide personal transportation to access other work sites through the use of his/her personal vehicle, or some other mode of transportation, in the course of employment.
- Fingerprint and TB test clearance