



EMPLOYEE NAME: _____

Created: 6/07 Revised: 9/08; 6/09; 7/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Reach for the Stars ASP, Site Specialist	JOB CODE: 0813
DIVISION: Academic	SALARY SCHEDULE: Office Clerical Annual Salary Schedule
DEPARTMENT: Alternative Education	WORK DAYS: 238
REPORTS TO: Reach for the Stars Program Director	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Works in a team environment with volunteers, business/community partners, parents, students, school staff, and program staff to continue the success of the program; enhances the academic and social performance of students; empowers students to make positive life choices that enable them to maximize their personal potential.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; Associate Degree preferred
2.	Certification/License Required: None
3.	Experience: 2 years experience in case management, social services, mentoring or youth development; experience working within racially, ethnically and socio-economically diverse urban community organizations and/or schools preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, leadership, analytical, organization, interpersonal skills, clerical skills, data collection

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Demonstrates expert knowledge of program policies and procedures.
3.	Attends site level meetings and works with teachers/ tutors/workshop facilitators to arrange and carry out all student activities.
4.	Co-facilitates interviews with all volunteers and students.
5.	Works in a team environment with the workshop coordinators to collect student intake information; reviews information daily and weekly with the Program Director.
6.	Assists with development of written reports and recommendations on student activities.
7.	Attends regional and national conferences to increase knowledge of after school programs and best practices.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____