

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SITE FACILITATOR**

DEFINITION:

Under supervision of the Administrator of S.E.R.R.F., the Site Facilitator provides site coordination, communications with school personnel, instructional leadership, supervision, and record keeping functions at a school site participating in an after school tutoring and recreational program.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

School Site Facilitation:

Facilitates meetings with administration, project management, recreation specialist, project liaisons, volunteers, and teaching staff regarding the after school curriculum, tutoring, and enrichment and recreation activities; facilitates the overall implementation of after school activities at the site, drive occasionally for department business (optional).

Instruction:

Consults with administration, teaching staff, recreation specialist, and project liaisons regarding the content of after school curriculum and tutorial sessions; advises staff and offers recommendations concerning appropriate instructional methods for small group and individual student tutorials; assists with staff development trainings; assists with the design of curriculum activities that support the intent of the after school grant; provides instruction, tutoring, and recreation activities as needed.

Supervision:

Supervises all project personnel, including students, staff, and volunteers; provides necessary supervision of students through the use of positive strategies and techniques in recreation activities, playground, meal service (food or snack), and arrival and departure of children.

Record Keeping:

Maintains records and files in accordance with the objectives of the grant, including time sheets, attendance logs, student progress reports, and test scores.

QUALIFICATIONS:

Any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described. Preferred qualifications include SERRF experience, an A.A./A.S. degree, at least two years of a recognized college or university coursework, enrollment in a teaching credential program, or at least three years experience in education and supervision.

Knowledge of:

current school policies, principles, techniques, strategies, goals, and objectives of public education; methods, techniques, procedures, and strategies concerning the teaching and assessment of students; innovative and creative curriculum and instructional trends, including state and county standards; basic concepts of child growth and development, and developmental behavior characteristics; student behavior management strategies and techniques; basic computer applications and software, including word processing, and basic knowledge of recreation.

Skill and Ability to:

plan, organize, develop, and conduct a comprehensive tutoring and recreation after school program; provide effective learning experiences for pupils from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; effectively assess the educational needs of pupils, and design, develop, and implement tutoring and recreational instruction.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves a combination of sitting, walking, and standing, but may involve running for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: July 2013