

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED AUGUST 2007  
RANGE: 42.5  
INSTRUCTIONAL SERVICES SERIES  
CLASSIFIED  
CODE: NONE**

**AFTER-SCHOOL PROJECT SPECIALIST – INSTRUCTIONAL SERVICES**

**DEFINITION**

The After School Specialist – Instructional Services will work with school sites to implement and supervise the Cesar Chavez After-School Programs.

The specialist will be under the supervision of the Director of School Community Partnerships and the Program Manager for the AmeriCorps Program.

**EXAMPLES OF DUTIES**

Participate in the recruitment and selection of VISTA Members;

meet regularly with school site support personnel and supervise VISTA Members to establish Cesar Chavez after-school service learning clubs in the participating schools;

recruit community based and public agencies to participate in service learning with student clubs;

facilitate community service events and meetings as appropriate;

complete and submit required reports;

work with department director/ and AmeriCorps program manager to coordinate program activities between partner schools and KCSOS;

attend required statewide, regional and local meetings and professional development, and other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Basic concepts of adolescent growth and development, and developmental behavior characteristics;

student behavior management strategies and techniques;

appropriate English usage, punctuation, spelling, and grammar;

basic arithmetical concepts.

Ability to:

Ability to work collaboratively with schools, agencies, community based organizations, parents, students, and local volunteers;

communicate effectively both orally and in writing;

organize activities, solve problems and mediate conflicts;

manage budgets and complete reports accurately and timely.

Experience:

Minimum of two years experience coordinating activities and events with children and adults.

Minimum of two years experience working collaboratively with public agencies and/or community partners.

Education:

Bachelor's degree

OR

Associates degree, and experience working with youth activities and events

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

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