

CALIFORNIA MILITARY INSTITUTE

Board Approved: September 20, 2017
Salary Schedule: #285; Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: PROGRAM LEADER OFFICIAL

JOB PURPOSE STATEMENT: Program Leader Official's work directly with an assigned class of approximately 20-25 students. Functioning as a liaison between parents and teachers, Program Leaders provide additional academic support to ensure that students are receiving the academic assistance necessary for them develop responsible work habits and study skills. In addition, through active participation in recreational and enrichment activities, Program Leaders plan, organize, and instruct students in activities geared to developing physical abilities, confidence, and self-esteem.

JOB FUNCTIONS:

- Lead a group of approximately 25 students in an instructional setting, maintaining high standards for behavior and safety by implementing the California Military Institute's Rough Rider University plan for responsible learning.
- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude
- Provide homework assistance, academic enrichment and physical activity, using curriculum and materials provided by the program.
- Create an engaging environment that fosters a sense of belonging
- Support students in making positive behavior choices and take disciplinary measures when appropriate.
- Engage children and youth by following, implementing, and assisting in creating lesson plans.
- Ensure student safety by assisting in set up, break down, and ongoing maintenance in an effort to keep the school or community site clean and orderly.
- Promote positive interactions between volunteers and students in accordance with child safety guidelines.

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JOB FUNCTIONS (continued):

- Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students and volunteers.
- Identify student needs and communicate to Site Coordinator, teachers, school administration, parents, and volunteers as appropriate.
- Commit to a full-year program, demonstrated by arriving on time, every day, and completing time cards as directed.
- Participate in staff development activities.

PHYSICAL ABILITIES

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

OTHER RESPONSIBILITIES:

- Arrives punctually in order to meet responsibilities in site start up and assignments.
- Maintains close communication with Site Coordinator regarding planned or emergency absences for the same reason.
- Serves as a positive role model for children in the program through appropriate dress, speech, attitude, and courtesy
- Assists daily with snack preparation, serving and clean up.
- Maintains highest degree of confidentiality in staff, student and volunteer matters.
- Complies with organization and site policies and follows procedures.

COMPUTER & EQUIPMENT SKILLS:

- Use of typical office equipment, processing, work processing, Email, Internet software

WORK ENVIRONMENT:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

PHYSICAL DEMANDS:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Visual efficiency				X

This job requires that weight be lifted/ pulled or force be exerted as indicated in the boxes below:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Up to 10 pounds		X		

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Up to 25 pounds		X (totes/wheels)		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Does this job have any special vision requirements?

- Close vision (clear vision at 20 inches or less) - Viewing Computer Screen

ADDITIONAL INFORMATION:

- Must be willing to work some evenings and weekends.
- Must be willing to travel to off-site meetings, trainings, and events.
- Eligible to accept assignment.

JOB QUALIFICATIONS:

Education:

- High School Diploma or G.E.D. Required;
- Additionally / 48 college semester or 60 college quarter units preferred.

Experience:

- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment
- Advanced Math and English skills preferred (K – 8)
- Support our English-learner population by being bi-literate (Spanish preferred)

Licenses, Certifications, Bonding, and/or Testing:

- Possession of a valid California Motor Vehicle Operator’s License and be eligible to drive District vehicles under the District’s liability insurance program
- Must pass Live Scan (criminal background check via fingerprinting)
- TB Clearance
- Drug/Alcohol Clearance