

Activity Leader III

Basic Function

Coordinates, implements, and evaluates before school, after school, and school day enrichment and physical fitness activities for students. Enrichment activities may include the STEM or Visual & Performing Arts focus.

Job Relationships

Supervised by site administrator(s) and has a direct working relationship with the teachers and other staff members

Essential Functions

- Collaborates with school administration and teachers to plan and coordinate enrichment activities and physical activities for students
- Collaborates with staff from agencies and organizations from outside the District
- Plan, implement, organize, supervise, and evaluate particular enrichment activities and physical activities and units.
- Prepare classroom space or activity area for activity
- Clean up and return classroom space or activity area to original condition each day
- Establish positive and appropriate relationships with all student participants
- Maintain positive student management and discipline at all times including before, during, and after daily activities.
- Direct and supervise students in proper use of all materials and equipment
- Follow all required school and district guidelines, procedures and policies
- Provide student instruction in safety procedures as required by the school

Other Functions

- Perform other duties as assigned
- Minimum Job Requirements

Knowledge of:

- School operation procedures
- Appropriate techniques of motivating and directing student behavior
- Group instructional practices
- Safe practices for playground activities
- Effective interpersonal skills
- Basic methods used in overseeing and directing activities in a variety of age appropriate settings
- General goals of the District and school

Abilities to:

- Work cooperatively with others
- Communicate effectively with students, administrators, parents and co-workers
- Plan, implement, and evaluate fitness and enrichment activities
- Physically lead and interact safely with students in fitness activities
- Engage and motivate all student participants
- Understand and carry out oral and written instructions
- Work independently with little direction
- Demonstrate enthusiasm and ongoing interest in fitness and enrichment opportunities for youth

Education and Experience

- Associate's Degree or units equivalent to two years of higher education in a related field
- Successful experience in a leadership role with youth, sports, and/or recreation
- Demonstrated experience in school related fitness, recreation, and enrichment activities

Licenses, Certificates and Other Requirements

- Passage of district pre-employment test
- Post-offer physical examination and drug screen
- Fingerprint clearance from the Department of Justice
- Current X-ray or tuberculin skin test before employment and every four years thereafter.
- Valid California Driver's License and current automobile insurance

Environment

- Outdoor school grounds, fields, classrooms, and/or multi-purpose room

Physical Demands

- Hearing and speaking to exchange information in person and on the telephone
- Lift and carry fitness materials, equipment and other materials weighing up to 40 pounds
- Dexterity of hands and fingers to operate a computer keyboard
- Kneeling, bending at waist and overhead, above shoulders and horizontally, to retrieve or demonstrate body or fitness movement
- Seeing to read a variety of materials and supervise students

Board Approved: 10/9/2012