



**AUGUST 2021  
FLSA: NON-EXEMPT  
PART-TIME SEASONAL**

**“KUDOS 4 KIDS” SITE LEAD  
HOURLY PAY RANGE: \$22.00-\$26.00**

**DEFINITION**

Hourly position under the supervision of the Program Coordinator. The Site Lead will be responsible for establishing and maintaining rapport with students, parents, staff and administrators to manage and to oversee the Kudos 4 Kids Expanded Day Learning Program for the designated school. Duties include 24 hours of work-related duties per week to occur one week prior to the first day of school and closing the last day of school during the regular academic school year.

Site Lead will manage staffing issues and fill in for any position if short staffed.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Duties will include but not be limited to the following:

- Manage, schedule, and supervise the classes offered within the Kudos 4 Kids program. Liaison between classroom instructors and after-school program staff to maintain program to school alignment and academic support.
- Evaluate, monitor, and supervise Kudos 4 Kids site staff.
- Oversee the health and safety of the program participants. Fill out accident reports as needed and submit accident reports or unusual incidents to the FBUSD and MCRPD.
- Receive from Instructors and approve enrichment curriculum and lesson plans. Provide mentoring and oversight of apprentices and apprentice requirements.
- Maintain registration materials and attendance records for participating students.
- Communicate program descriptions, needs and updates to the site principal and ASES program coordinator.
- Leave site clean and secure.
- Work with the ASES program coordinator to maintain budgeted fiscal responsibilities.
- Meet with the Administrative Staff as scheduled.
- Communicate with the parents/guardians of Kudos 4 Kids students to report and to resolve discipline, attendance, and other issues.
- Provide regular program updates to the ASES program coordinator and site principal.
- Coordinate with ASES program coordinator to plan mandatory staff monthly training and meetings and take lead role in encouraging site staff to implement quality improvement and quality standards. Participate in monthly consortium meetings
- Provide for attendance records and maintain monthly reports in AERIES for Kudos 4 Kids student attendance.

- Work jointly with FBUSD and MCRPD to hire program staff for open site position and maintain appropriate staffing levels.
- Attend professional development opportunities as often as possible and attend all mandated staff meetings and training.
- Work jointly with ASES coordinator and other site leads to address program needs or concerns related to expanded day learning.

### **QUALIFICATIONS**

Must be at least 18 years of age. Must have at least 48 college units or pass the basic skills test. Must possess education, knowledge and experience in subject matter to be presented.

### **REQUIREMENTS**

Community CPR/First Aid certification, Bloodborne pathogen and mandated reporter training, TB test, Fingerprinting, background checks plus harassment training.

#### **Certifications and Requirements: (provided upon employment)**

- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.
- Bloodborne Pathogen and Mandated Reporter Training
- Harassment Training
- TB Test
- Fingerprinting and background checks

### **PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employee. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

I have read, understand and agree to perform the duties described in the job description for the KUDOS 4 KIDS Site Lead

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Signature of employee

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Date