

HOOD RIVER COUNTY SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

Job Classification: Prime Time Site Director - Paraprofessional

Job Purpose Statement: Prime Time is a K-5 after school care program in District owned facilities. This program is designed to provide a safe and structured environment for students with educational, recreational and social enrichment opportunities. The Site Director is responsible for developing a schedule to follow at a given site, management of staff and related activities, oversight of the check-in and check-out process for students, interaction with parents, program budgeting, collaboration with school administration and general oversight of Prime Time at a given location. This position is under the supervision of the Director of Community Education.

Essential Job Functions:

- **Implement and Administer** a structured, safe and enriching environment based on standards set by the District and Community Education.
- **Plan, prepare and deliver** age appropriate, structured activities for children that can include, but are not limited to: homework, arts, crafts, physical activities, games and healthy snacks. Includes assisting with snack preparation, sanitizing equipment, setting up supplies and play areas, picking up supplies and equipment.
- **Monitor** students' daily activities and behavior. Address behavior issues in a manner consistent with District policy and objectives. Implement and model PBIS protocols and works to ensure consistent conformance to PBIS standards throughout the Prime Time program at the given site.
- **Communicate issues** or concerns to parents/guardians, supervisor and program staff in a professional manner, using good judgement and discretion.
- **Maintain** records on individual children, including daily attendance, medical and contact information, daily observations, behavior documenting, etc.
- **Budget** tracking for program revenues and expenses as a collaborative effort with Community Education Director.
- **Interact** with the children in a way that conveys respect and nurturing, and maintains an open, friendly, and cooperative relationship with each child's family.
- **Maintains** regular and predictable attendance to meet the needs of the program participants and the expectations of the district and is on-time for assignments.

Other Job Functions:

- **Attend meetings** and trainings as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- **May collect and process fees** for the program for the purpose of processing within the guidelines of the district, state and auditors.
- **Assist and manage staff** as may be required for the purpose of supporting them in the completion of their work activities. Provides appropriate verbal and written feedback and communicates performance concerns with supervisor.
- **May assist in marketing** the Prime Time program, which may include website and/or social media updates.
- **Schedule and provide on-site lead direction** to program assistants.

Job Requirements - Qualifications:

- **Experience Required:** Minimum of one year job related experience.
- **Skills, Knowledge and/or Abilities Required:** **Skills** to operate standard office equipment including use of basic computer applications, including MS Excel and MS Word. Proper use of English in both

written and verbal form and have the ability to communicate effectively to a variety of audiences, in both verbal and written form. **Knowledge** of rules and regulations related to assigned functions, stages of child development and appropriate methods of supervision and guidance. Sustain long hours of active work to sit/stand for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/ fingering, talking/ hearing conversations, near visual acuity/visual accommodation. **Ability** to work effectively in a high energy, fast paced environment and keep track of multiple work activities simulatneously. Provide lead direction and effective feedback to program staff, student participants and parents/guardians.

- **Education Required:** High school diploma or GED equivalent and: 72 quarter credits of college coursework from an accredited college or university in early childhood education or stages of child development (acceptable), or a bachelor's degree (preferred); or in lieu of the 72 quarter credits of college coursework, can provide a passing score report on the CBEST or Paraprofessional Assessment (minimum).
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; District pre-employment drug screen clearance and physical assessment; Annual Blood Borne Pathogen training, Annual Mandatory Child Abuse Reporting training, Training in Basic First Aid/CPR and Medication Administration. Current First Aid card and Oregon Food Handlers license. Driver's license may be required for specific positions.

Physical Requirements:

- In a typical day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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- Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

"I, _____ have read and received a copy of this

PRINT AND SIGN YOUR NAME HERE

job description, and understand that a copy of this job description will become part of my personnel file."