



## David Douglas School District #40 Classified - Job Description

<b>Job Title:</b>	<b>21st Century Community Learning Center (21st CCLC) Program Bilingual Facilitator (English/Spanish) &amp; Assistant</b>	<b>Department:</b>	Education-High School
		<b>Reports To:</b>	Assistant Principal / 21st CCLC Program Director
<b>Schedule:</b>	8 hrs per day, About 221 days per year	<b>Prepared By:</b>	HRA/DDSD HR
		<b>Prepared Date:</b>	June 2021
<b>Classification:</b>	Class 18	<b>Approved By:</b>	HR / OSEA Chapter 40
		<b>Approved Date:</b>	July 14, 2021
<b>FLSA Status:</b>	Non-Exempt		

### SUMMARY

Develop, implement and facilitate a culturally responsive after school class / club that complements the school day for students who identify as Hispanic/Latino/a/x to support academic achievement and provide opportunities for positive youth development.

Assist the DDHS 21st CCLC program serving pre-prepared USDA approved snacks for all students who participate in programs.

The mission of David Douglas School District (DDSD)'s 21st CCLC Program is to provide a safe and supportive environment with positive interactions between adults and students, and students with peers, within the context of providing meaningful, well-rounded activities that promote students' socio-emotional and academic achievement, as well as family engagement to ensure student success.

The Program offers:

- A free, safe, structured learning space outside of school hours with transportation and snacks
- Hands-on activities, credit retrieval and advanced placement classes taught by High School staff
- Culturally responsive programming from community-based organizations
- Equitable programming to address the achievement gap such as tutoring in ESL
- Parent engagement, including fun activities as well as adult learning

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Program Design and Management
  - 1.1. Design, plan and implement afterschool curriculum for Latinx youth 4 days/week.
  - 1.2. Develop, implement and facilitate after school class/club to support student academic achievement and social development.
  - 1.3. Communicate with school staff regarding individual student needs.
  - 1.4. Maintain and provide attendance/participation in programming and outcomes.
  - 1.5. Become familiar with and uphold the enforcement of school rules, Administrative Regulations, and Board Policy.



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2. Student Support
  - 2.1. Create, plan and implement student success plan by paying close attention to, supporting and communicating with program students through relationship building and goal setting.
  - 2.2. Set expectations for attendance and conduct.
  - 2.3. Serve as a liaison between the school day and after school programming
  
3. Guardian Support
  - 3.1. Create, plan and implement student success plan by paying close attention to, supporting and communicating with program guardians through relationship building and goal setting.
  - 3.2. Provide monthly parent / guardian workshops with 21<sup>st</sup> CCLC staff. Partner and engage with parents / guardian.
  - 3.3. Collaborate to identify barriers to success, problem solve, and continuously evaluate individual plans for success.
  - 3.4. Participate in parent, teacher and student conferences as requested and initiate such conferences as needed.
  - 3.5. Consult with teachers, parents / guardians and other personnel and/or outside professionals for the purpose of providing requested information, developing plans for service and/or making recommendations.
  - 3.6. Counsel students, parents and guardians for the purpose of enhancing student success in school.
  - 3.7. Facilitate communication between students and/or parents / guardians with teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts.
  
4. Academic Efforts
  - 4.1. Work with Student Engagement Team to recruit and retain students in 21st CCLC programming.
  - 4.2. Work with staff, teachers and administration to support student academic success and attendance.
  - 4.3. Maintain student records according to district policy and rules.
  - 4.4. Assess the accomplishments of students and assists with progress reports as requested.
  - 4.5. Assist with the remediation of student attendance problems.
  - 4.6. Utilize Synergy to access student academic and attendance progress.
  
5. Provide USDA pre-prepared snacks to students
  - 5.1. Obtain and maintain current Oregon Food Handler's Card.
  - 5.2. Serve students prepared snacks and supervise students during meal time.
  - 5.3. Record student names and ID#s receiving meal and submit reports to Nutrition Services.
  
6. Perform other duties, as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

### **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### **EDUCATION and/or EXPERIENCE**

High School diploma/GED/equivalent; Associates Degree preferred; 1-2 years of experience is preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to apply concepts of basic algebra.

### **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

### **PHYSICAL DEMANDS**

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

### **MENTAL DEMANDS**

Positions at this level require regularly (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

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### **PAY EQUITY SCOPE**

The position has regular communication inside and outside the organization to exchange ideas and to gather information with regular responsibility for creation, development, design, or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to create new ideas and/or generate original work is an important aspect of the position. Approximately half of the work time is spent on creative or developmental endeavors requiring both original work and substantial refinement of previous practices. Positions assigned occasionally special creative projects are also to be rated at this level. Positions at this level have some impact to and influence on expense or budgetary outcomes. Dollar amounts influence would be considered limited. Responsibility for the prudent use of organization assets may extend beyond own work responsibilities to the work unit or department financial management. Positions at this level have some need or ability to analyze problem or concepts or make decisions on the information with some impact to and influence on organization operations, programs. Ability to influence outcomes occurs some but is limited to personal interactions with assigned customers. some ability to influence organization image. Supervisory action would prevent or correct most issues. "Customer" service is a regular aspect of the position and actions could impact user satisfaction levels. Positions occasionally encounter some variations from the norm and are encouraged to suggest ways for handling these. Positions at this level are expected to handle regularly assigned work which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level require refined planning and goal-setting skills. Plans must consider options and contingencies, and must include methods for handling any difficulties encountered. Positions at this level typically plan as part of a group activity and focus on the impact of the plan on others.

### **ADDITIONAL REQUIREMENTS**

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*

*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

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