

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SITE COORDINATOR

BASIC FUNCTION:

Under the direction of a principal, coordinate duties of assigned employees who facilitate academic and social learning for students in grades 1-5 after school.

REPRESENTATIVE DUTIES:

Plan, organize, schedule, and coordinate appropriate program activities, including academic learning and social experiences, outdoor play, parental and community involvement, and related project activities as specified in state law and school district regulations. **E**

Coordinate students and employees' use of equipment and materials including, but not limited to, the manner in which the students participate in classroom and outdoor activities. **E**

Maintain student records and communicate with parents and staff on the individual student's progress as required. **E**

Assist in the organization, maintenance and set up of appropriate equipment, materials and supplies. **E**

Ensure that assigned staff maintains work areas in a neat and orderly condition. **E**

Follow all relevant health and safety rules and procedures. **E**

Coordinate project activities with school personnel for collaboration with school programs. **E**

Coordinate with other programs and agencies in the community as directed. **E**

Participate in staff meetings, workshops and trainings as directed. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

First aid procedures and practices.

Safe practices in classroom and playground activities.

Basic interests, attitudes and emotional development of students.

Skills utilized to maintain positive relationships with students and adults.

Health and safety regulations.

Oral and written communication skills.

ABILITY TO:

- Compile and maintain accurate and complete student records.
- Perform a variety of clerical work.
- Provide first aid and emergency assistance as needed.
- Demonstrate a patient, understanding and receptive attitude toward children.
- Work confidentially with discretion.
- Understand and follow oral and written directions.
- Understand and apply rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Learn the procedures, functions and limitations of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years of college and one year of experience working with students in an organized setting.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Ability and stamina for bending, pushing, moving, lifting objects weighting up to 25 pounds. Standing and walking for extended periods of time, running, climbing stairs, hearing and speaking to exchange information, and vision to observe student behavior; exercise strength and ability to restrain individuals in a physical altercation.