



ASSISTANT PROGRAM DIRECTOR JOB DESCRIPTION
1111 N. Mountain Avenue, Claremont, CA 91711

- Primary function:** Support the Program Director In their management of the CLASP Program, especially In the coordination of the student goal-setting process, collection of student-specific data, and materials to support tutors.
- Directly responsible to:** Program Director
- Work year:** 10 months (August to May), 14-16 hours per week, as determined by Program Director. Prior to and during the start of each school term the work week might flex to 30 hours per week, while other weeks might fall below average hours.
- Contact:** president@clasp4kids.org

Description of position: Claremont After-School Programs, Inc., under the direction of the CLASP Program Director and the oversight of the CLASP Board of Directors, operates after-school programs for elementary-aged children in the Claremont Unified School District. These programs, located throughout the community, provide homework help, tutoring, recreation, and enrichment. Each site has its own supervisor and volunteer tutors. The position exists to assist the Program Director in developing, implementing, and supporting individualized priorities for CLASP students.

Qualifications:

- Experience working with or teaching elementary school children preferred.
- Experience with remediation and teaching Intervention strategies preferred.
- Strong communication and organizational skills.
- Effective written and oral presentation skills.
- Computer skills (e.g., word-processing, spreadsheets, email, etc.).
- Bilingual English/Spanish preferred.
- Bachelor and/or advanced degree preferred.

Responsibilities:

- Collect, organize, and analyze student data from diverse sources (e.g., standardized assessment, teacher or school input, tutor observations).
- Support tutors and site supervisors in the identification of individual student priorities and goals.
- Organize and provide materials and the infrastructure to tutors and site supervisors to document and to track student progress.
- Follow-up in providing tutors and site supervisors with supplementary materials to support special areas of student and/or tutor needs.
- Monitor and report on individual student goals, progress, and outcomes.
- Assist Program Director in maintaining communication with school staff, teachers, site supervisors, tutors, and parents.
- Maintain CLASP database containing student and tutor information.
- Substitute at sites as needed.
- Attend major CLASP functions and board committee meetings as needed.

Working conditions and schedule:

- This is an at-will position. Because this is a nonprofit organization funded by donations, Assistant Program Director may be released from employment due to fiscal reasons or at the will of the Board and/or the Personnel Committee.
- Ten months; average 14-16 hours per week. Prior to and during the start of each school term work week might flex to 30 hours per week, while subsequent weeks might fall below average hours. Actual schedule will be established by the Program Director.
- Work location is CLASP office, CLASP sites, and home office.
- Manage multiple tasks and direct work with little supervision.
- Travel to multiple sites located in Claremont (within 5 miles).
- Negative TB test results within the last four years and maintenance of TB requirements.
- Pass CLASP Live Scan fingerprint and background check.
- Complete Child Abuse Mandated Reporter Training and renew every two years.
- 19 hours of illness, injury, or personal necessity leave. New employees shall be credited these hours after 4 months continuous employment. Returning employees shall be credited these hours at the beginning of the program year.
- Valid California driver's license and proof of insurance.
- Health benefits, mileage allowance, vacation or other employee benefits are not included.