



**ProYouth Vision**

*Empowering youth. Empowering communities*

**ProYouth Mission**

*ProYouth's mission is to help youth succeed academically, socially, and emotionally by providing a safe, healthy, and supportive learning environment during out-of-school time. ProYouth creates and delivers programs throughout Central California that positively impact the lives of youth and equip them to make good lifelong choices.*

**JOB DESCRIPTION**

**Job Title:** Program Leader II – HEART

**Classification:** Part-Time; Non-Exempt

**Reports To:** Site Director

**Eligible for Benefits:** No

**Status:** Active

**Updated:** 03/06/2019

**Position Summary:**

*This position is responsible for providing support to the Site Director in their efforts to provide a safe, healthy, and supportive environment for students during the afterschool hours at their assigned site.*

**Primary Roles and Responsibilities:**

**Mentor**

- Support Site Director in building a high performing site team
- Support Program Leaders to become successful and effective
- Create a physically and emotionally safe environment at site for both staff and students
- Ensure that every student feels known, accepted, valued and respected; communicating in ways that build and maintain high levels of trust

**Site Support**

- Maintain awareness of HEART Program goals and processes
- Understand State and Federal grant requirements
- Support Site Director to meet, or exceed, grant mandated attendance levels
- Serve students snack and complete daily and weekly snack attendance reports
- Ensure food safety and meet CACFP requirements
- Assist with timely completion of data entry, reports and attendance

**Academic Support**

- Work directly with assigned class to support student mastery of new skills through project-based learning
- Literacy PL IIs will work with assigned students to improve their literacy skills through literacy curriculum
- Promote and maintain a culture of safety and well-being with students and staff
- Ensure that activities are age-appropriate, engaging and exciting to students

**Expectations and Accountability**

- Support and demonstrate commitment to the ProYouth vision and goals
- Establish clear, consistent expectations for behavior and positive discipline
- Support Site Director in setting and achieving meaningful goals
- Become the site's expert in HR Resource Binder (ProYouth Employee Handbook and Timekeeping Manual) knowledge and compliance.

**Other duties as assigned****Core Competencies:**

- Strong classroom management Skills
- Ability to maintain a solution-based focus
- Microsoft Office Suite proficiency
- Excellent organizational skills
- Detail-oriented with a strong sense of urgency
- Ability to communicate effectively with students, coworkers, school staff and parents

**Education and Experience:**

- Successful completion of 6 months as a Program Leader I with ProYouth; or
- Work of similar nature and length with another expanded learning program or a school district
- High School diploma plus:
  - o Meet NCLB Paraprofessional certification requirements

**General Requirements:**

- Must be at least 18 years of age or older
- Must pass a DOJ/FBI background check
- Must receive TB clearance
- Must pass pre-employment drug screening
- Must have a valid California Driver License
- Proof of auto insurance coverage
- Must be able to travel between sites and administrative office or other locations
- Must be willing to work some weekends when staff development or other activities are scheduled

**Environmental Conditions:**

- Multiple settings including indoor classroom environment, and outdoor setting in mostly moderate weather

**Physical Demands to engage and guide classroom and playground activities:**

- Ability to sit, stand, walk, bend, stoop, and kneel
- Perform grasping and handling motions and torso rotations on a continuous basis
- Able to lift and carry 25 pounds of materials
- Able to reach in all directions
- Adequate sight or corrected vision for reading directions or printed/written materials
- Able to hear and speak to communicate with coworkers, students and the public
- Dexterity of hands and fingers to operate instructional equipment
- Work in classroom and outdoor environment, sometimes in adverse weather conditions

**Changes:** This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

**ADA/FEHA:** The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

**EEO:** The Company is an equal employment opportunity employer.