

AFTER-SCHOOL SPECIALIST

Definition

Develops, implements, monitors, and assesses the site-based after-school programs; coordinates after-school activities and programs with regular school-hours programs; oversees the after regular school-hours community use of a school building and grounds; collaborates with school, department, and county staff; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

At a designated school, works with school staff, departmental, and county personnel to develop, implement, monitor, and assess a comprehensive after-school program which provides for the academic, social, physical, and enrichment needs of Fairfax County Public Schools (FCPS) students; serves on, or provides input to, the principal's administrative team to ensure linkage between after-school and in-school programs and activities and compliance with school regulations with respect to building, grounds and technology use; markets the program to targeted students and their families; coordinates late bus transportation; coordinates food service; monitors the after-school program budget and creates and submits requests for continued program funding; requests, collects, submits and acts upon program evaluation data, if appropriate; works with school administrators, the Department of Human Resources and community groups to identify staff and program success and opportunities; and may serve as backup for the after-school staff.

Oversees the after regular school-hours building and grounds use by the community; coordinates after regular school-hours facility use with regular school-hours facility use; advises community users on proper use of school building and grounds; ensures that data is input into the automated scheduler; resolves any conflicts between school use and community use; provides current coordinated activities calendar to school personnel; tracks community use hours; informs appropriate personnel of planned community activities; plans, facilitates and/or performs tasks required to assist scheduled community events; acts as a liaison between FCPS, Fairfax County Community and Recreation Services and Park Authority staff, and community users; participates in and/or conducts training and information sessions regarding after-school activities and community use; ensures compliance with all applicable federal, state, and local regulations and laws; and, in the absence of school-based administrators after regular school hours, may act as the administrator on duty.

Supervision Received/Given

Receives general supervision from a principal and oversight and guidance from central-office after-school program administrator. May supervise lower-graded employees, as assigned. May provide guidance and assistance full-, part-time, and/or hourly employees, volunteers, and students, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in education, planning, recreation, or program management, plus two years of progressively more responsible experience working with schools and community organizations in a position requiring extensive public contact and paid or volunteer project management. Advanced education may be substituted

Education/Experience/Skills (continued)

year-for-year for experience. Good knowledge of the theory, procedures, and practices related to a variety of after-school programs; knowledge of the diverse needs of the student populations served; knowledge of community use of facilities procedures, practices, regulations, and fee schedules; knowledge of administrative organization at the school level; good organizational skills; ability to learn and utilize related applications; ability to maintain user files; ability to prepare reports; ability to maintain effective working relations with school administrators and staff, community group representatives, recreation staff and citizen groups; ability to work independently; ability to resolve conflicts and problems with community users; ability to communicate effectively both orally and in writing; bilingual ability preferred; ability to work effectively under pressure; ability to work cooperatively as part of a team; and ability to work flexible hours (nights and weekends) based on need and duties.



Established: January 2006