HAYWARD UNIFIED SCHOOL DISTRICT invites applications for the position of:

YEP Program Leader

An Equal Opportunity Employer

**SALARY:**
Hourly
$17.19 - $20.02

**OPENING DATE:** 07/21/14

**CLOSING DATE:** 08/04/14 05:00 PM

**DESCRIPTION:**
Under the direction of the Youth Enrichment Site Coordinator or assigned supervisor, provide tutoring to reinforce school instruction to individual or small groups of students during after-school activities; observe and control behavior of students enrolled in the Youth Enrichment program during educational and recreational activities.

**EXAMPLES OF DUTIES:**

**ESSENTIAL DUTIES:**
Provide tutoring to reinforce school instruction to individual or small groups of students during after-school activities; assist students in completing homework assignments; implement and oversee arts and crafts and other educational projects.

Observe and manage behavior of students enrolled in the Youth Enrichment program during educational and recreational activities; monitor and interact with students during indoor and outdoor activities; oversee athletic, recreational, playground, snack time and other after-school activities.

Monitor and oversee student drills, practices and assignments in various subjects; confer with the Youth Enrichment Site Coordinator concerning educational activities and materials to meet student needs; report progress regarding student performance and behavior.

Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; assure student understanding of classroom rules and procedures.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Assist in the planning, development and implementation of Program educational, recreational and athletic activities.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition.

Communicate with District personnel and parents to exchange information and resolve issues or concerns related to student progress and Program activities.

Maintain routine records related to students, Program activities, attendance and assigned duties as directed.

**OTHER DUTIES:**
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Child guidance principles and practices.
Safe practices in classroom and outdoor activities.
Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
Instructional techniques and strategies related to after-school programs.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Educational and recreational practices and procedures and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:
Provide tutoring to reinforce school instruction to individual or small groups of students during after-school activities.
Observe and control behavior of students enrolled in the Youth Enrichment program during educational and recreational activities.
Assist students in completing homework assignments.
Implement and oversee arts and crafts and other educational projects.
Oversee and interact with students during athletic, recreational, playground, snack time and other after-school activities.
Learn policies and objectives of the Youth Enrichment program.
Read books to students and assist with reading and writing activities as assigned.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
Operate a variety of office equipment including a computer and various software.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Maintain routine records related to assigned activities.
Create and follow activity plans.

Working Conditions:

ENVIRONMENT:
Indoor and outdoor work environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist students.

MINIMUM QUALIFICATIONS:
This Class must meet the requirements of the Federal and State "No Child Left Behind" NCLB legislation. Qualifications are any combination equivalent to 48 semester units of college study or an AA Degree or upon passing a NCLB qualifying written examination, and 6 months of experience working with children in an educational or recreational program.
EXAMINATION INFORMATION:
Exam Information

In order to qualify for this position you must meet the NCLB guidelines above.

The first step in the process will be a written exam for those applicants that do not submit their transcripts to verify the completion of 48 or more semester units. This will be a multiple choice exam that covers English, Math, and the Ability to Assist. Study materials are available in the Human Resources department. These materials cannot be sent electronically, you will need to stop by in person to obtain them.

For all applicants that have completed 48 or more semester units OR have successfully passed all three sections of the test described above, there will be a written exam with job-specific questions. Your score on the second written exam will determine your rank on the eligibility list. There is no waiver for the second exam.

The exam dates are below:

NCLB Exam (if required) Monday, August 4, 2014 1:00 p.m. Hayward Unified School District Office 24411 Amador Street Hayward, Ca. 94544 Board room - 2nd floor

YEP Leader Exam (REQUIRED FOR ALL APPLICANTS) Monday, August 11, 2014 2:00 p.m. Hayward Unified School District Office 24411 Amador Street Hayward, Ca. 94544 Board Room - 2nd floor

Please make arrangements to be available on the date(s) above. There will be no make up exams offered.

Positions in the Job Classification typically work 15-19 Hours/week for 180 student instructional days.

Other Important Information

Applicants selected for permanent or substitute assignments are required to pay for fingerprinting services prior to beginning work.

Hayward Unified School District does not pay for employee health and welfare benefits. Employees working 20 or more hours per week are required to purchase benefits through a payroll deduction. Dental Insurance is mandatory for all employees working 20+ hours, regardless of outside coverage. Health insurance benefits may be waived with proof of existing coverage. Vision benefits are optional for employees working 20+ hours. For more information please view the "Benefits" tab of this job announcement.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.husd.us

OUR OFFICE IS LOCATED AT:
24411 Amador Street
P.O.Box 5000
Hayward, CA 94540-5000
(510) 784-2648

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