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**REDDING SCHOOL DISTRICT  
JOB DESCRIPTION**

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**SITE INTERVENTION FACILITATOR**

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**DEFINITION OF POSITION**

Under the direction of the building principal, works independently in performing varied tasks to assist in the operation of the site intervention and after school programs where assigned. This position is part of the classified bargaining unit.

**EXAMPLES OF DUTIES** – Important duties may include, but are not limited to, the following:

1. Under the guidance of the principal, will set up and maintain an effective after school program;
2. Coordinate and supervise extra curricular activities, events, staff and meetings;
3. Act as liaison to community agencies who provide collaborative services;
4. Monitor Instructional Assistants and support staff in site program;
5. Recruit volunteers for the school program;
6. Compile and update emergency data;
7. Compile and document program assessment data for required evaluation reports and attendance;
8. Coordinate and run snack program;
9. Provide principal, teachers, and parents with information regarding site intervention programs and activities;
10. Initiate and monitor discipline referrals related to program;
11. Attend regional and district meetings, conferences and training workshops related to intervention programs as required;
12. Responsible for setting up and monitoring site program supplies and budgets;
13. May be responsible for collecting and depositing program monies;
14. Coordinate and implement district collaborative activities with the district's Student Services/Staff Development Administrator;
15. Participate in grant writing to promote program sustainability;
16. Develop newsletters and fliers for distribution throughout the community;
17. Gather and organize data for grants and district reports;
18. Develop collaborative resources that will insure sustainability of programs;
19. Performs other related duties as assigned which are reasonable related to the above.

**QUALIFICATIONS**

1. Must be a mature, friendly adult who is sensitive to the needs of children;
2. Ability to communicate effectively, both, orally and in writing to all stakeholders;
3. Ability to organize tasks;
4. Ability to take suggestions in a positive manner;

5. Knowledge of correct English usage (spelling, grammar, punctuation), filing systems, indexing, cross-referencing and modern office methods;
6. Ability to type/keyboard 40 wpm preferred;
7. Ability to perform basic clerical work with speed and accuracy;
8. Ability to learn intervention program rules, methods, routines and processes;
9. Ability to operate various modern office equipment including proficient use of computer hardware/software;
10. Ability to prepare and maintain accurate and complete records;
11. Ability to establish and maintain harmonious relationships with staff, students, parents and collaborative agencies.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
2. This type of work involves sitting, but will involve walking or standing for extended periods;
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of the job;
4. Subject to exposure of communicable or infectious diseases.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of this job.

### **EXPERIENCE/EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

1. Two years of paid experience in a child services program or two years of professional experience working with children, youth and families;
2. AA Degree in childhood development or related field preferred.

### **REQUIRED LICENSES/CERTIFICATES**

Must possess and maintain valid First Aid, CPR Certificate and California Driver's License.

### **SITE INTERVENTION FACILITATOR**

**Salary Range J**

BOARD APPROVED: February 21, 2012