

POSITION DESCRIPTION
ADMINISTRATIVE & PROGRAM SERVICES ASSISTANT

Location: Escondido, CA

Availability: M-F, 3-7 PM + Staff meetings

Salary: Part Time, Exempt

Direct Reports: 2 (Artistic Director, Academics Manager)

Submission: Email ffoster@a-step-beyond.org, include resume and coverletter

Organizational Profile:

A Step Beyond (ASB) is a non-profit organization located at the California Center for the Arts, Escondido. A Step Beyond is a creative after-school youth development program that works with low-income, high-risk students through dance, academics, and family services support for the purpose of facilitating its participants' realization of their full potential in every aspect of their lives, and breaking the cycle of poverty. ASB assists children and youth to realize the full scope of their talents, including academic, artistic, interpersonal, and leadership achievement, with the goal that all participants will graduate from high school and matriculate to a four-year college or university or other high-skill training program.

A Step Beyond opened in October, 2014 with 35 students ages 8-10, added a second class of 40 students in October 2015, and will add one grade level class each year growing to full capacity in approximately 8 years. Academic tutoring will be available and required for most students along with numerous other academic programs, and a Licensed Clinical Social Worker is on staff to assist with family service needs. The students have the opportunity to perform in concert, which is a very important element to the programs.

The organization is funded privately and is offered at no cost to the youths served.

Essential Job Functions: Office Administration, Student/Parent Liaison, Tutor recruitment, Scheduling, Student Leadership, Spanish Translation

Position Summary:

ADMINISTRATIVE & PROGRAM SERVICES ASSISTANT (APSA) is responsible for providing office administration support, working with the Academic Manager in recruiting and scheduling tutors, and providing support to other program staff in areas of student and parent communication. In addition, **(APSA)** fosters nurturing relationships with parents and students, speaks and writes in both Spanish and English, acts as a role model to youth, and provides support to ASB Staff. The **(APSA)** must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The **(APSA)** position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to families, students, and programs.

General Program Administrative Support

- Provide general administrative assistance to ASB Directors
- Assist in creating and maintaining student profiles
- Assist in creating and maintaining students and parent records
- Manage communications with students and parents
- Manage Student Check-In and Check-Out
- Track student attendance
- Participate in Staff Meetings
- Be flexible and willing to perform other duties as appropriate to meet goals and objectives

Academic Services Support

- Recruit tutors, volunteer and paid, to fully staff academic tutoring needs
- Schedule tutors
- Monitor and Support Students while in the Academics Room
- Assist in Communication with Tutors
- Assist in Oversight of Volunteer Tutors

Student Supervision/Mentoring

- Ensure supervision of students
- Encourage student participation and attendance
- Communicate with teachers regarding student needs and student issues
- Uphold the uniform policy and ensure proper attire of students
- Establish nurturing relationships with students and act as a role model
- Communicate policies and provide guidance to students
- Ensure excellent behavior of students
- Discipline students and set consequences with students as needed
- Interact with parents communicating relevant program details and policies

Student Workshops and Parties

- Create activities for students which enhance community and allow students to establish and deepen relationships with peers
- Coordinate student parties, other student functions
- Oversee and communicate additional space rental needs

Required Education, Skills and Licensures:

- Recommended four year bachelors degree in social sciences, education, recreation, humanities or related fields
- Fluency in Spanish and English (oral and written)
- Exceptional interpersonal and communication skills
- Proficient in MS Word, Excel, Outlook and database software

- Ability to pass criminal background check.
- Possess a valid California Driver's License and maintain a clean driving record

Position Interactions: Internally the **(APSA)** interacts with the students, parents, faculty, musicians, and all institutional directors and staff. Externally, the **(APSA)** serves as a liaison to other outside organizations or individuals, on an as needed basis.

Compensation: Commensurate salary based upon demonstrated experience and qualifications.

American With Disabilities Act Assessment: Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Occasionally
Squat: Occasionally
Crawl: Rarely
Climb: Rarely
Kneel: Rarely
Handle Objects: Frequently
Push/Pull: Frequently
Reach Above Shoulder Level: Occasionally
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Occasionally
Carry/Lift loads between 25-50 lbs: Occasionally
Carry/Lift Loads over 50 Pounds: Occasionally
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Occasionally
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Rarely
Construction Activities: Occasionally
Contact with Water/Liquids: Occasionally
Drive Motorized Equipment: Not applicable
Confined Spaces: Occasionally
Elevated Work Location: Occasionally
Radioactive Materials: Not applicable
Temperature Variations: Occasionally
Gas System: Not applicable