**EMPLOYER JOB ORDER FORM**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Leader</td>
<td>18515</td>
<td>04/02/2020</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 20</td>
<td>$16.25 - $DOE</td>
<td>Monday - Friday</td>
<td>Various</td>
<td>Other</td>
</tr>
</tbody>
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**REQUIRED FOR POSITION**
- TB exam
- Fingerprint
- Background Check
- Bilingual a Plus

**JOB DESCRIPTION**

Be the one to inspire the next generation of students. To partner with schools to provide award-winning programs before, during and after school. To help kids succeed. To change the odds.

As an After School Program Leader, you’ll be a homework helper, a mentor, and a superhero in the classroom. And, we’ll provide all the training. Just bring your positive spirit and desire to join an innovative and growing organization!

**Program Leader - San Jose**

The After School Program Leader will have an outgoing personality, classroom management skills, an eagerness to learn, a positive attitude, and a dedication to helping kids develop skills. We are looking for a person with an excellent work ethic, is self-motivated, reliable, and extremely detail oriented to ensure the quality of our after-school educational programs.

Have we peeked your interest? Here’s more about the After School Program Leader role:

- Work directly with an assigned class of approximately 15 -20 students (K-12), acting as a positive adult role model, coach, and mentor.

- Ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed.

- Ensures that students reach their potential takes a tremendous amount of hard work, flexibility, and commitment.

- Provide academic enrichment, using curriculum and materials provided by the program

- Plan and coordinate timeline and lessons

- Support students in making positive behavior choices and take disciplinary measures when appropriate

- Engage children and youth by following, implementing, and assisting in creating lesson plan

- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude and courtesy

- Ensure student safety by assisting in set up, break down, and ongoing maintenance in effort to keep the school or community site clean and orderly
• Promote positive interactions between volunteers and students in accordance with child safety guidelines

• Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students and volunteers

• Identify student needs and communicate to Site Coordinator, teachers, school administration, parents, and volunteers as appropriate

• Participate in staff development activities

Think Together is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, religious creed, physical disability, mental disability, age for individuals age 40 and over, medical condition (as defined by state law (for example, cancer or genetic characteristics or HIV/AIDS), marital status, military and veteran status, sexual orientation, genetic information, citizenship status or any other characteristic protected by federal, state or local law.

Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment

3 TO 5 KEY SKILL SETS REQUIRED
Qualifications we're looking for:

EDUCATION and / or EXPERIENCE:

• High School Diploma or G.E.D. Required or 48 college semester or 60 college quarter units required--(some school districts allow the passage of an Instructional Aide test in lieu of the college unit requirement)

• Ability to speak and write Standard English appropriate in a public-school setting

Background Checks/Testing:

• Must pass Live Scan (criminal background check via fingerprinting), provide a clear TB test

• Pass Advanced Math and English skills (K – 8) testing

• MUST be available 5 days a week Monday - Friday