



JOB ANNOUNCEMENT

Position: Inclusion Assistant/Program Leader

Program: Prime Time Extended Day Program

Reports to: Program Supervisor

Salary: \$15/hour depending on experience

Classification: Non-Exempt, Part-Time

Hours: Up to 24 hours/week (school is “year round” schedule)

Background:

The position serves the Union of Pan Asian Communities (UPAC) Mason Elementary Prime Time Extended Day Program. The program is part of UPAC’s Children and Youth Development Services, and is funded through a contract with the San Diego Unified School District. The Mason Elementary Prime Time Extended Day Program provides: 1) basic academic tutoring in reading, math and science, 2) fun projects in core curriculum subjects, 3) arts and culture, 4) sports and games, 5) nutrition education and cooking, 6) inter-generational projects, and 7) mentorship activities. This project targets participants of Mason Elementary Prime Time Extended Day Program.

This position is directly responsible for the day-to-day supervision and inclusion of the assigned child. The Inclusion Instructor is required to ensure the safety, security and well-being of the assigned child enrolled in the Prime Time Extended Day Program. This position will be responsible for ensuring ongoing communication between the assigned child's guardian, UPAC Prime Time Site Coordinator, and established school personnel.

Duties and Responsibilities:

- Provide specific communication to the Site Coordinator regarding physical/emotional needs of the child
- Develop and maintain positive, professional relationships with school site, parents, children and UPAC staff
- Communicate with parents regarding their child on a daily basis
- Maintain regular communication with established school personnel and UPAC Site Coordinator
- Provide Site Coordinator with enrichment program ideas focusing on inclusion
- Redirect inappropriate assigned child's behavior and provide disciplinary action as needed and approved by Site Coordinator and Program Manager. Notify Program Site Coordinator when necessary
- Provide academic homework assistance to assigned child

- Assist assigned child with integration into activities
- Maintain a clean and orderly designated school space for the assigned child as necessary
- Ensure the safety, security, and well-being of students enrolled in the program, specifically the child assigned
- Seek advice regarding judgments and decisions as guided by UPAC and Prime Time program policies, contracts and guidelines.

QUALIFICATIONS:

- High school degree or equivalent
- Must be minimum 18 years of age
- Must pass CAPE test prior to employment
- Must have a minimum of 9 documented training hours in the area of special needs OR 9 units in special education OR 6 months experience as IBT/SET for the San Diego Unified School District. Will be required to provide documentation from accredited school or training program confirming training hours and/or experience.
- Must have a minimum of 6 months experience working in an after school or group child care setting with elementary aged children, specifically those with special needs
- Must have experience working with children on the autism spectrum
- Valid CPR and First Aid Certified required or pass CPR/First Aid certification within 30 days of employment.
- Must pass TB and finger print clearance upon hire Proficiency in computers and Microsoft office programs.
- Ability to work efficiently and harmoniously with school staff, parents, and youth.
- Ability to keep up with energetic youth during activities.
- Ability to problem solve quickly and to adapt quickly to changing situations with patience.
- Attends regular staff meetings, as it pertains to the Prime Time Extended Day Program.
- Other duties as assigned by Site Coordinator.

Additional Qualifications which are a Plus:

- Fluency in Spanish, Pilipino, or Vietnamese, a plus.
- Knowledge of the Mira Mesa community.

UPAC is an EOE