

**STARS AFTER SCHOOL PROGRAM TEAM LEADER**

**DEFINITION**

Under the general direction of the STARS Project Coordinator, the STARS Team Leader will facilitate the effective implementation of all aspects of the STARS Program at the assigned school site(s) and will provide direction to AmeriCorps members and/or community volunteers as they deliver program activities to students enrolled in the STARS Program and their parents.

**DIRECTLY RESPONSIBLE TO**

The STARS Team Leader is responsible to the Family Support Services Coordinator and will have their work coordinated by the STARS Project Coordinator.

**TYPICAL DUTIES**

Coordinates and provides tutoring, mentoring and enrichment activities to students enrolled in STARS, following program goals and objectives.

Develops and uses tutorial and enrichment materials suitable for pupils with a wide range of mental, physical and emotional maturities and grade levels.

Develops in STARS students an awareness of self-worth and their roles as community members.

Provides individual and small group tutorial and enrichment activities that reinforce school-day learning and addressing state standards, as well as strengthening communication skills, health habits, physical skills, and development of satisfactory self-concepts.

Plans and coordinates the work of associates, parents and volunteers at the assigned program site(s) and on field trips.

Develops activities for parents that promote parent participation and involvement in their children's educational experience.

Communicates regularly with parents by means of family night events, daily contacts, telephone calls and home visits.

Interprets and represents STARS Program to parents and community members, as well as campus staff.

Ensures compliance with STARS Program goals, objectives, policies and procedures.

Ensures appropriate environment to establish and reinforce acceptable STARS student behaviors and attitudes.

Creates an effective environment for learning.

Maintains professional competence through in-service educational activities facilitated by program management and partners.

Participates in curriculum development and other program planning and evaluation activities as required.

Participates in staff committees.

Other duties as are reasonably related to the position.

**QUALIFICATIONS**

Education: Equivalent to completion of the twelfth grade. Classes in education, psychology or a related field are preferable, but not required.

Experience: A minimum of two years experience in school-based programs or in community-based recreation activities.