



PAGOSA PEAK OPEN SCHOOL

After School Physical Activity Advisor- Part-Time **Position Description**

Duties & Responsibilities

The PPOS After School Physical Activity Advisor is responsible for the implementation and supervision of the After School Physical Activity SPARK program based on the grant from the Colorado Health Foundation. This position is responsible for the implementation of the program and for meeting the reporting requirements of the grant.

Core Responsibilities include, but are not limited to:

The implementation of SPARK after school programming to offer activities that promote physical activity and fitness. Work with our AmeriCorp member to carry out all aspects of the wellness after school programming including attendance, snack, student check-in and check out. Provide first aid when necessary and communicate with families related to any behavior or injury concerns.

Essential Functions:

- Plan activities based on student needs, SPARK programming, and grant guidelines
- Carry out activities while ensuring a physically and emotionally safe environment.
- Use restorative practices to help students to meet expectations as well as to solve conflicts.
- Work with students to set goals related to physical fitness and provide scaffolded activities to reach these goals.

Qualifications:

- Experience working with elementary-aged students in a physical activity-based program
- Experience in a school setting preferred

Record Keeping

- Maintain attendance records for assigned students in accordance with grant expectations.
- Maintain records of student goals and ways of measuring these goals.

School and Community Relations

- Strive to establish cooperative relations and makes a reasonable effort to communicate with parents when necessary and appropriate.
- Cooperate and shares professionally with members of the staff.

Professionalism

- Collaborate with colleagues to continuously improve personal practice and student achievement, as well as the overall goals and mission of PPOS.
- Reflect critically upon teaching experience; identify areas for further professional development as part of a professional development plan that is linked to after school program goals and school goals.
- Listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Use feedback to update Professional Development Plan.
- Fulfill all outlined and related functions professionally, timely and thoroughly.

Hours

- This position is from 3:00 PM- 6:00 PM on Tuesday/Thursday and 1:00-5:30 Fridays on scheduled school days. The position will also run some all-day programs on our scheduled days off of school.