

**Corning Union High School District  
STAR Job Description**

**Job Title: STAR Lead Facilitator (Non-Certificated)**

**Salary Range: Classified Range 34**

**Dept./Family: STAR Grant**

**Immediate Supervisor: Administrator of  
District Support Services**

**Approved by: Board of Trustees**

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**DEFINITION:**

1. Under the general direction of 21<sup>st</sup> Century Asset (STAR) Grant Coordinator the Lead will assist in the planning and implementation of STAR Activities and Events. This Lead position will promote STAR activities thru use of social media, technology and print. The Lead will support the STAR Facilitator/Teacher by enthusiastically modeling participation and supervising the engagement of students in the STAR Room and/or STAR outdoor activities.

**ESSENTIAL FUNCTIONS:**

- Facilitate learning by reinforcing instructions and providing behavioral examples of social, emotional and functional skills.
- Interact with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Participate in lesson and program implementation.
- Enter into a helping relationship with pupils to foster learning in an atmosphere of acceptance.
- Communicate the goals and objectives of STAR activities by preparing material, obtaining required supplies or equipment; actively works with pupil during an activity, and assist with clean-up after an activity.
- Provide necessary supervision..
- Maintain required records and paperwork of CUHS STAR requirements.
- May transport students home after STAR Activity using a district vehicle.
- Maintain confidentiality of student information.
- Promoting STAR activities and events.
- Perform other related duties as assigned.

**ENVIRONMENT:**

- Work is usually performed inside classrooms and other district buildings; but may include participating with student in an outdoor setting in all kinds of weather conditions.
- Work may continue with students outside, walking between district buildings.
- Possibility of some physical harm dealing with students with identified behavioral issues which, may include, but not be limited to threatening harm, biting, scratching, spitting, hitting or kicking.

**PHYSICAL REQUIREMENTS:**

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve sitting, running, walking, or standing for brief or extended periods.
- Ability to sit, stand, walk, kneel, bend, crouch, stoop, squat, twist, run, climb, or jump for short or extended periods of times.

**REPRESENTATIVE DUTIES:**

- Assist in using multiple technologies and equipment.
- May assist with clerical duties, such as preparing instructional materials and photocopying.
- May attend staff meeting and conferences as required.
- Work directly with students.
- Monitor student behavior.
- Assisting and instructing students in various educational, behavior and/or recreational activities.
- Reinforce instruction.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Concepts of student growth and development particularly pertaining to high school age students.
- Positive behavior management strategies and techniques relating to pupils
- Proper use of English: punctuation, spelling and grammar, and vocabulary.
- Basic arithmetical concepts.
- Routine information storage, retrieval, and management procedures.
- Work with students with a range of interests and skills.
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups and abilities.
- Appropriately manage student behavior and guide student toward more acceptable academic and/or social behaviors.
- Model appropriate behavioral interventions.
- Collect student data.
- Communicate effectively in oral and written form, as well as strong non-verbal skills.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Utilize a variety of appropriate instructional materials and procedures in an educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students and adults.

**QUALIFICATIONS:**

Bachelor Degree or Extensive (five years or more) After School Program Experience

**LICENSE OR CERTIFICATE REQUIREMENTS:**

- Possess a valid California (Class C) driver's license.