

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE BEFORE AND AFTERSCHOOL PROGRAM DIRECTOR, ASSISTANT DIRECTOR, COUNSELOR/INSTRUCTOR, AND JR. COUNSELOR/INSTRUCTOR, FOR THE OASIS CHARTER SCHOOLS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Oasis Charter Schools Before and Afterschool Program provides a safe and engaging environment that offers enrichment activities, homework support, and supervision for participating students; and

WHEREAS, there is a demonstrated need to hire qualified and dedicated staff to implement and maintain the operations of the Oasis Charter Schools Before and Afterschool Program effectively; and

WHEREAS, the Before and Afterschool Program Director oversees the planning, implementation, and administration of the program, including supervising staff, developing program activities, managing budgets, student enrollment and maintaining relationships with students, parents/guardians and community partners, among other duties; and

WHEREAS, the Before and Afterschool Program Assistant Director assists with staff supervision, supports program activities, handles administrative tasks, and maintains relationships with students, parents/guardians and community partners, among other duties; and

WHEREAS, the Before and Afterschool Program Counselor/Instructor assists with student homework, leads recreational and educational activities, and fosters social and emotional development of students, among other duties; and

WHEREAS, the Before and Afterschool Program Jr. Counselor/Instructor works closely with other program staff to support daily activities, assist student's with homework, leads recreational activities, and maintains a positive and safe environment for elementary and middle school students, among other duties; and

WHEREAS, Charter School Superintendent recommends that the Cape Coral Charter School Authority Governing Board approve the job description and salary range for the Afterschool Program Director, Assistant Director, Counselor/Instructor, and Jr. Counselor/Instructor, for the Oasis Charter Schools.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby approves the job description and salary range for the Before and Afterschool Program Director, Assistant Director, Counselor/Instructor, and Jr. Counselor/Instructor, for the Oasis Charter Schools. A copy of the job descriptions are attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

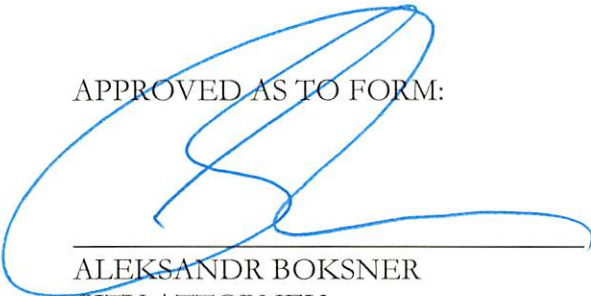
KRISTIFER JACKSON, CHAIR

VOTE OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD:

JACKSON	_____	SANTOS	_____
ATISELE	_____	MINAYA	_____
KATINE	_____	KILRAINE	_____
MICHAELS	_____		

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

APPROVED AS TO FORM:



ALEKSANDR BOKSNER
CITY ATTORNEY



res/Before/After School

KIMBERLY BRUNS
CITY CLERK



Job Description

Job Title: Before & Afterschool Program Director

Class Code: FLSA Status: Non-Exempt, Part-time

Bargaining Unit: Non-bargaining Calendar: School Year 10 month

Pay Plan: \$35.00 Established Date: 03.2025

Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The Afterschool Program Director oversees the planning, implementation, and administration of an afterschool program, ensuring a safe, engaging, and enriching environment for students. This role involves supervising staff, developing program activities, managing budgets, student enrollment and maintaining strong relationships with students, parents, and community partners.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Develop, implement, and oversee afterschool program activities that support academic, social, and emotional development.
- Supervise and support program staff, including hiring, training, and performance evaluation.
- Ensure a safe and structured environment by enforcing program policies and procedures.
- Establish and maintain strong relationships with students, parents, school staff, and community organizations.
- Monitor student participation and engagement, assessing program effectiveness and making improvements as needed.
- Manage program budget, resources, and supplies efficiently.
- Coordinate with external partners and organizations to enhance program offerings.
- Plan and oversee special events, field trips, and enrichment activities.
- Handle administrative tasks, including attendance tracking, reporting, and compliance with regulations.
- Process registrations and fees which includes cash handling.
- Address and resolve conflicts or behavioral issues among students and staff.
- Supervise and interact with students in a safe and structured environment.
- Communicate effectively with students, parents, and staff to support program goals.

Afterschool Program Director

- Assist in organizing events, field trips, and special activities.
- Maintain program supplies and ensure a clean and orderly activity space.
- Assist with processing of registrations, which includes cash handling and daily reporting/paperwork.
- Adhere to all school and program policies and guidelines.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Bachelor's degree in education, child development, recreation or a related field preferred.
- High School Diploma required.

Experience:

- Experience working with children in an educational or recreational setting is highly desirable.
- Experience in program management, or similar role.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills. Ability to manage multiple tasks and work in a dynamic environment.
- Proficiency in budget management and administrative tasks.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Must have computer skills.
- Ability to work weekday mornings and afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Afterschool Program Director

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.
- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed with exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.

The City of Cape Coral is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, genetics, veteran status, sexual orientation, gender identity, or any other protected characteristic.



Job Description

Job Title: Before & Afterschool Program Assistant Director

Class Code: FLSA Status: Non-Exempt, Part-time

Bargaining Unit: Non-bargaining Calendar: School Year 10 month

Pay Plan: \$32.00 per hour Established Date: 03.2025

Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The Afterschool Program Assistant Director supports the Director in overseeing the planning, implementation, and administration of an afterschool program, ensuring a safe, engaging, and enriching environment for students. This role involves assisting with staff supervision, supporting program activities, handling administrative tasks, and maintaining strong relationships with students, parents, and community partners.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Assist in developing, implementing, and overseeing afterschool program activities that support academic, social, and emotional development.
- Support program staff, including assisting with hiring, training, and performance evaluation.
- Ensure a safe and structured environment by enforcing program policies and procedures.
- Establish and maintain strong relationships with students, parents, school staff, and community organizations.
- Monitor student participation and engagement, assessing program effectiveness and providing feedback for improvements.
- Assist with managing program budget, resources, and supplies efficiently.
- Coordinate with external partners and organizations to enhance program offerings.
- Assist in planning and overseeing special events, field trips, and enrichment activities.
- Handle administrative tasks, including attendance tracking, reporting, and compliance with regulations.
- Process registrations and fees, which includes cash handling.
- Address and help resolve conflicts or behavioral issues among students and staff.
- Supervise and interact with students in a safe and structured environment.
- Communicate effectively with students, parents, and staff to support program goals.

After-school Program Assistant Director

- Assist in organizing events, field trips, and special activities.
- Monitor and manage program supplies and ensure a clean and orderly activity space.
- Perform Counselor duties as needed.
- Assist with processing of registrations, which includes cash handling and daily reporting/paperwork.
- Adhere to all school and program policies and guidelines.
- Perform other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Bachelor's degree in education, child development, recreation or a related field preferred.
- High School Diploma required.

Experience:

- Experience working with children in an educational or recreational setting is highly desirable.
- Experience in program management, or similar role.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills. Ability to manage multiple tasks and work in a dynamic environment.
- Proficiency in budget management and administrative tasks.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Must have computer skills.
- Ability to work weekday mornings and afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.
- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed with exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.

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Job Description

Job Title: Before & Afterschool Program Counselor/Instructor

Class Code: FLSA Status: Non-Exempt, Part-time

Bargaining Unit: Non-bargaining Calendar: School Year 10 month

Pay Plan: \$30.00 per hour Established Date: 03.2025

Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The Afterschool Program Counselor is responsible for supervising and engaging with students in an afterschool setting, ensuring a safe, positive, and enriching environment. This role involves assisting with homework, leading recreational and educational activities, and fostering social and emotional development.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Supervise and interact with students in a safe and structured environment.
- Plan and lead engaging activities, including arts, sports, STEM, and other enrichment programs.
- Provide academic support by assisting students with homework and tutoring as needed.
- Foster a positive and inclusive atmosphere that encourages student participation and social interaction.
- Monitor student behavior and enforce program rules and expectations.
- Ensure the safety and well-being of all participants, addressing any conflicts or incidents appropriately.
- Communicate effectively with students, parents, and staff to support program goals.
- Assist in organizing events, field trips, and special activities.
- Maintain program supplies and ensure a clean and orderly activity space.
- Process daily reporting/paperwork.
- Adhere to all school and program policies and guidelines.
- Performs other duties as required.

After-school Program Counselor Instructor

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Must be 18 years of age or older
- High school diploma or equivalent required; college coursework in education, child development, or a related field preferred.

Experience:

- Experience working with children in an educational or recreational setting is highly desirable.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills.
- Ability to manage and engage groups of students effectively.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Must have computer skills.
- Ability to work weekday mornings and afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.

After-school Program Counselor Instructor

- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
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- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed with exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.

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Job Description

Job Title: Before & Afterschool Program Jr. Counselor/Instructor

Class Code: FLSA Status: Non-Exempt, Part-time

Bargaining Unit: Non-bargaining Calendar: School Year 10 month

Pay Plan: \$20.00 Established Date: 03.2025

Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The After-School Junior Counselor is a part-time position designed for high school/college students who are interested in gaining experience in childcare, leadership, and program management. Junior Counselors will assist in providing a fun, safe, and engaging environment for elementary and middle school students during the after-school hours. Junior Counselors will work closely with Counselors and other program staff to support daily activities, assist with homework help, lead recreational activities, and maintain a positive and welcoming atmosphere

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Help lead and supervise group activities, including games, crafts, sports, and other recreational or educational activities.
- Assist in monitoring students during homework time, and free play to ensure a safe and productive environment.
- Help set up and cleanup program materials, ensuring all areas are organized and tidy.
- Assist students with homework and school assignments, ensuring they stay on task and receive guidance when needed.
- Work under the direction of Counselors to ensure activities run smoothly.
- Provide feedback to Counselors on any behavioral or safety concerns, as well as on students' engagement with activities.
- Serve as a role model for younger students by demonstrating positive behaviors, respectful communication, and teamwork.
- Encourage good sportsmanship, cooperation, and positive social interactions among students.
- Attend required staff meetings and training sessions to develop leadership skills and ensure knowledge of program policies and procedures.
- Adhere to all school and program policies and guidelines.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Must be 16 years of age or older
- Attending or completion of high school or GED required.

Experience:

- Prior experience with children (babysitting, volunteering, or participating in similar programs) is a plus but not required.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills.
- Ability to manage and engage groups of students effectively.
- Ability to give and receive instructions and apply consistent courtesy and tact in public contact and/or confrontational situations.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Knowledge of report and record maintenance principles and techniques.
- Ability to work weekday afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
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Afterschool Program Jr. Counselor Instructor

- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.
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- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
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