



JOB DESCRIPTION

I Title: Aftercare Program Site Coordinator

II Qualifications:

- A. A minimum of 60 college/university credits required
- B. Teaching experience or related experience in childhood education required
- C. First Aid Certification or willingness to complete course upon appointment of position
- D. Organized, cooperative, willingness to create a safe, secure and friendly environment
- E. Strong interpersonal and communication skills
- F. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

III Primary Function: The site coordinator is responsible for managing the daily functions, programs, and student relations during the hours of operation.

IV Reports to: Superintendent of Schools

V Major Duties and Responsibilities:

- A. Greets, communicates with, and responds to inquiries from parents/guardians daily (i.e. incident reports, attendance, etc.) for the purpose of conveying and/or receiving information appropriate to students.
- B. Maintains organized and thorough staff and student attendance.
- C. Responsible for each student until he/she is picked up from the program by a parent or authorized person.
- D. Assures the safety and well-being of the children. Calls for emergency assistance if needed and completes accident reports when necessary.
- E. Maintains and regularly updates program enrollment, rosters, and emergency contact information.
- F. Communicates regularly with the Program Coordinator.
- G. Provides direction to the Aftercare Program Teaching staff.
- H. Communicates appropriate behavior standards and assists with individual student accommodations and modifications.
- I. Maintains professionalism and confidentiality at all times.
- J. Demonstrates positive interpersonal communication skills.

AFTERCARE SITE COORDINATOR

- K. Assists the Program Coordinator with ordering, organizing, and scheduling all site activities and events.
- L. Maintains the program site and all equipment, to provide a safe, clean, and organized environment for students.
- M. Attends and participates in all staff meetings and/or training sessions for the purpose of receiving and conveying information related to the program.
- N. Maintains open communication between aftercare program staff and school personnel.
- O. Reports any problems which arise with participants, other employees, or the school to the aftercare program director or superintendent.
- P. Follows and enforces district policies and procedures.
- Q. Performs other duties within the scope of his/her employment as may be assigned.

VI **Terms & Conditions of Employment:** Annual appointment upon recommendation of Aftercare Program Director, Superintendent, satisfactory evaluation, and continuation of program.

VII **Compensation and Benefits:** One or multiple days per week on site; Hours 3:00 p.m. to 6:00 p.m. each school day or 12:30 p.m. to 6:00 p.m. on days when the schools dismiss early. \$5,000 stipend for one day per week of site coordination; 10-month position. Work Year: All student present days.

VIII **Evaluation:** Annually by Superintendent.