

AFTER-SCHOOL SITE COORDINATOR JOB DESCRIPTION

DEPARTMENT: TRANSFORMATIONAL EDUCATION INC./TEAM CHARTER SCHOOLS

REPORTS TO: PROGRAM COORDINATOR

FLSA STATUS: NON-EXEMPT/HOURLY

Summary

Under the direction of the Program Coordinator, the After School Site Coordinator will prioritize and perform a variety of duties to manage the daily implementation of the after-school program at the designated site and is responsible for supervising program leaders and assuring the safety of students. The Site Coordinator will direct and participate in collaboration and communication with others regarding program needs, offerings, and other applicable program issues.

Essential Functions

This classification specification does not describe all duties performed by all incumbents. After School Site Coordinator will work closely with After School Mentor, program partners, school personnel, and families to ensure that the after-school program policies and practices are followed, and program goals are being achieved at each site. May perform an array of duties during and after school to provide care, instruction, attendance-keeping, and program implementation.

Essential Duties & Responsibilities

- Maintain an inviting, safe, and orderly environment.
- Maintain a clear and consistent line of communication with program staff, the Director of Education, and parents (parental notification by telephone and/or written form).
- Be available to students, staff, and parents throughout the dismissal of all students within the program.
- Develop schedules that incorporate student interests, required curriculum, and timeframes to ensure their successful implementation.
- Provide day-to-day oversight of programs and after-school staff (i.e., After School Mentor).
- Ensure After School Mentors develop effective, high-quality programming by collecting and reviewing lesson plans for content.
- Acquire and manage program equipment, materials, supplies, and facilities.
- Coordinate the meal distribution to students in the after-school program; properly track and account for all meals.
- Monitor student behavior on-site during program hours and utilize appropriate discipline measures as necessary.
- Maintain student participation and attendance throughout the year to meet or exceed average daily attendance (ADA) goals throughout the year.
- Maintain and forward fiscal data, including receipts, timesheets, supply and material requests, evaluations, attendance data, and reports to the Program Coordinator.
- Attend professional development and training activities and meetings.
- Visit classrooms daily and assist in supervising students.



- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures.
- Review the performance of After School Mentors to provide suggestions, demonstrations, assistance, and support to other staff members within the program.
- Assist with preparing for site visits with special visitors and guests.
- Ensure compliance with grant requirements is met.
- Research and align effective program partnerships and collaborations to ensure that partner expectations are met.
- Ensure program partnerships and collaboration expectations are met.
- Check emails daily to ensure that program updates and communications are reviewed and responded to in a timely manner.
- Conduct regular staff meetings with After School Mentors (weekly or every other week).
- Prepare and maintain a variety of records, logs, and files, including information of confidential nature (i.e., attendance, student records).
- Travel occasionally to off-site meetings, training, and events; accompanies participant groups at special events or on program outings.
- Performs other related duties as required.

Essential Duties & Responsibilities

Knowledge of:

- Effective leadership skills and ability to respond calmly and appropriately to unexpected situations.
- Supervision techniques to provide clear direction and effective support to after-school program staff and students.
- Behavior modification techniques and strategies.
- Record-keeping techniques.
- Operation of office machines (i.e., computers; methods and procedures of software applications).
- Human relations skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings.
- Exercise patience when conveying information and demonstrate sensitivity to all students.
- Plan, organize, and direction of school programs, activities, and services.
- Develop and implement curriculum.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Apply applicable sections of the State Education Code, including local, federal, and state law.
- Effective communication both orally and in written form.

Ability to:

- Plan, organize and implement after-school programming and activities.
- Provide educational leadership to the after-school program staff and participating students.
- Communicate with parents, students, and the public.
- Engage in physical activity.
- Organize and conduct large group recreational activities.
- Interpret, apply, explain, and maintain rules, regulations, requirements, and restrictions.
- Perform appropriately in situations, utilizing tact, initiative, and good judgment.



- Meet schedules and timelines.
- Prepare, follow, understand and deliver oral instruction.
- Establish and maintain cooperative and effective working relationships with school staff, public, parents, and community leaders to collaborate.
- Maintain confidentiality in all matters related to students.
- Effectively supervise and care for children with varying degrees of development and needs in various activities.

Education and Experience:

- High school diploma or equivalent.
- Experience working with school-aged children in an organized setting, preferably.
- Experience assisting the implementation of children and/or youth programs and activities, desirable.

License or Certificate:

- Valid Driver's license (preferred).

Working Conditions

Environment:

- School campus, classroom, playground, office, and community work environment.
- Exposed to inside and outside varying temperatures.
- Exposed to various noise levels.
- Must wear close-toed shoes and adhere to the dress code.
- Occasional travel.

Physical Demands:

- Visual acuity to monitor students during classroom activities.
- Read and write printed materials and computer screens.
- Hear and understand speech at normal levels.
- Ambulatory ability to move about the school setting.
- Dexterity of hands and fingers to manipulate specialized apparatus.
- Kneel or crouch, bend at the waist.
- Stand for extended periods of time.
- Lift, carry, push, and move supplies, fixtures, etc. up to 50 pounds or more.

Employee Signature: _____

Date: _____

Print Name: _____