

**Peninsula School District
Job Description**

Evergreen AFTER OURS Site Coordinator

LOCATION: Evergreen Elementary

JOB SUMMARY:

Part-time site coordinator for school building extended day learning programs for students, parents and community. Responsible for site operation including program development & operation, facilities support, student supervision. Work hours require Site Coordinator to be on-site for all AFTER 'OURS programming. Work days/hours are four days per week, approximately 5.5 hours per day, some evenings and weekends are possible dependent on program. The afterschool program hours are Tuesdays and Thursdays from 3:30 to 5:00 p.m.

DUTIES AND RESPONSIBILITIES:

1. Works with Department Director and Building Principal to provide leadership, direction and support to program instructors, paraprofessionals, other supporting personnel and volunteers.
2. Open and close school facilities and provide secure, safe environment for participants.
3. Works with Department Director and Building Principal to plan and implement all activities necessary to conduct a quality out-of-school time program.
4. Oversees onsite program including communication with food service, transportation, custodial services, volunteers and community agencies.
5. Works with Department Director and Building Principal to coordinate other enrichment activities such as field trips, technology, speakers and family nights.
6. Preparation of reports, requisitions and inventory to support program.
7. Implements processes for monitoring attendance, collecting/accounting for funds for extended hour's programs and planning for absences.
8. Participates in a monthly Site Advisory committee and responds to feedback on the program from parents, participants and school community to keep the program offerings on target.
9. Participates in ongoing evaluation and improvement of program.
10. Supports process to collect student and family data in compliance with the District's program objectives and outcomes as well as those required by grant funders.

REPORTING RELATIONSHIPS:

Reports to Department Director and Building Principal.

WORKING CONDITIONS:

School and community environment; experiences frequent interruptions; requires concentration to detail and precision, works well with adults and children; requires ability to deal with upset (or angry) individuals and potential stressful situation.

AFFILIATION:

Exempt; hourly wage at \$16.00 -- \$18.00 dependent upon qualifications & experience.
September through June, approximately 5.5 hours per day

FLSA:

Covered.

MINIMUM QUALIFICATIONS:

Education and Experience

High school diploma or equivalent and two years of college training in education and/or recreation or related field of study. Experience should include a minimum of two years working with school-age children in recreation, academics, or school setting. Program development & administrative experience is preferred. School district experience or exposure to special services programs desirable.

Allowable Substitution

Four years of experience in supervisory and planning capacities in educational and/or recreational programs may substitute for two years of college.

Knowledge, Skills and Abilities

Ability to take direction and carry out directives as needed.

Positive human relations attitudes and skills.

Ability to develop after school academic and enrichment programs

Ability to maintain composure while effectively dealing with public.

Effective written and oral communication skills.

Ability to prepare and maintain detailed records & files utilizing Microsoft Office programs—Word, Excel and Publisher

Ability to attend to detail and follow tasks through to completion.

Ability to provide direction and training to project staff.

Ability to organize and set priorities.

Ability to work independently with minimal supervision, to anticipate needs and work productively on projects and deadlines under pressure.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships with parents, staff, and the general public.

Ability to work effectively as a team member as part of the school staff

Licenses/Special Requirements:

First aid/CPR and/or willingness to obtain within the first thirty days of employment.

updated 8/07