

| <b>FNSBSD JOB DESCRIPTION</b>                                            |                                          |
|--------------------------------------------------------------------------|------------------------------------------|
| <i>Job Title:</i> After School Program (ASP) Site Coordinator III - Lead |                                          |
| <i>Supervisor:</i> Director of Community After Schools Program           | <i>Classification:</i> Classified (ESSA) |
| <i>Days/Months:</i> 10 months                                            | <i>Grade:</i> 11                         |

**Job Summary**

The ASP lead site coordinator coordinates and assists in the development and implementation of the after school program at their individual school site and follows the ASP site coordinator job description for this purpose. The lead coordinator is also responsible for mentoring other school district ASP site coordinators when requested by the ASP director, which takes place through site visits, phone/email correspondence, and ASP trainings. Assists in developing training plans/materials with the ASP director and supervises the ASP building/site program monitor at their school site.

**Essential Job Functions**

Hires teachers, tutors, enrichment instructors for the after school program. Assists new coordinators in hiring staff as requested.

Coordinates site specific training for all after school staff to include: S.T.E.A.M. project-based learning applications; advisory board development/implementation; procedures and protocols for safe and effective programming and other related ASP training as needed/requested by the program director.

Collects, accounts for, and deposits any fees related to the operation of the program.

Schedules and coordinates staffing for homework assistance, enrichment activities, and special events.

Orders, prepares, and documents the delivery of healthy snacks as required by nutrition services.

Recruits eligible students and collects all required confidential agreements and release forms for participation.

Coordinates student transportation services for the program.

Ensures the safety and security of students, staff, and school property during the after school program.

Handles discipline issues when the principal is no longer at the school and follows up with the principal on actions taken.

Assists in the establishment of a working advisory board for the school site with the site principal.

Assists in collecting all data and conducting surveys for periodic program evaluations with support from the program director and site principal.

Establishes and maintains communication with regular day and after school staff, principal, director, community agencies/partners, and families regarding all aspects of student involvement in the program.

Follows district procedures and policies for safe operation of the after school program.

Orders materials and supplies for the program including collecting all inventories and storage/care of materials.

Participates in staff and team meetings, in-service programs, workshops and seminars as required.

Mentors and assists with training when required by the ASP director for other district ASP site coordinators.

Performs other duties as assigned by the community after ASP director and site principal.

Performs lead coordinator duties as assigned by the community ASP director.

Provides technical assistance and responds to routine inquiries from other district ASP coordinators.

Assists in revising and updating the ASP Coordinator Handbook.

#### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

#### **Equipment Used**

Operational knowledge of the following office equipment and programs are necessary to competently perform the duties of the after school coordinator: Computer and Microsoft Office suite, web browsers, data entry, telephone, printer, fax machine, copier, laminator, scanner, video equipment, projector, 10-key, and copy machine.

#### **Independent Decisions**

Ability to exercise independent and analytical judgment in organization, operation and implementation of the site's program, including dealing with student/staff/parent issues.

#### **Primary Working Contacts**

Works closely with building administrators, site location staff, administrative center staff, students, parents, and public and private business entities and agencies.

#### **Responsibility for Cash, Equipment, Safety**

None.

#### **Supervision Received and Exercised**

Supervises instructors, tutors, and program leaders; receives oral and written instructions from the community ASP director and building principal. Lead ASP coordinator duties will be evaluated by the ASP director.

#### **Unusual Working Conditions**

Some evening and weekend meetings required. General workday will be 10:00 a.m. – 6:00 p.m.

## **Evaluation**

Annual written evaluation by building principal and community ASP director. Lead coordinator duties will be evaluated by the community ASP director.

## **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

## **Job Qualifications**

The following are required:

1. Associates degree or 48 hours of college credit.
2. A minimum of two (2) years of experience as an after school site coordinator in the district's after school program
3. Four (4) years of experience required in organizing activities and recruiting instructors for classes, working with children and families, working with diverse populations, working with community agencies and businesses, providing and organizing academic enrichment activities for school age children.
4. Skilled in coordinating programs and must demonstrate skills related to detail and organization.
5. Strong skills in record keeping and all forms of communication in English.
6. Must be able to effectively prioritize and manage multiple assignments.
7. Expertise with email and computer software such as Windows operating system, Microsoft Office applications (including but not limited to Microsoft Word, Excel, and Publisher).
8. Must have expertise with email and computer software such as Windows operating system, Microsoft Office applications (including but not limited to Microsoft Word, Excel, and Publisher) and web-based data systems.
9. Must have capacity to work independently with limited supervision while implementing all program components.
10. Must be able to work as part of a team and collaborate with community partners.
11. Must be able to work with a diverse population and effectively present information about the program to varied audiences.
12. Must work with a high level of confidential information and be able to follow professional teaching guidelines on confidentiality.
13. Ability to understand curriculum and content of the regular school day program.

The following is preferred:

1. BA or BS degree in education, social work, recreation administration, or related field.  
May substitute relative experience on a year-to-year basis for the degree requirement except at Title I locations.

**Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**