

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> After School Program (ASP) Site Coordinator I – Fee Based Sites	
<i>Supervisor:</i> Building Principal and Director of Community After Schools Program	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 9

Job Summary

The ASP site coordinator is responsible for the planning, organizing, scheduling, and general supervision of the ASP at their school site. The site coordinator is responsible for implementation of the ASP; implements applicable district regulations in the ASP; provides programming based on school site plans and advisory board input; keeps accurate records for staff hiring/payroll, nutrition services (if utilizing this service); hires and provides orientation/training for staff in the ASP; and facilitates partnerships with appropriate public and private agencies to provide services for the students and families.

Essential Job Functions

Works with the principal and/or program director to hire after school program teachers, tutors, and enrichment instructors to serve 20-30 students per day.

Monitors staff to make sure program guidelines are being followed.

Coordinates site specific training for all after school staff.

Collects, accounts for, and deposits any fees and donations related to the operation of the program; provides the necessary accounting records following all district protocols for these fees.

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 (if using this service) or purchases healthy snacks from a local vendor or nutrition services.

Markets the program with school site families and collects all required confidential agreements and release forms for participation.

Documents and submits all payroll hours for program teachers, tutors and instructors.

Ensures the safety and security of students, staff, and school property during ASP hours.

Handles discipline issues and follows up with the principal and ASP director 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 and 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 ASP, including implementing and updating the after school safety and crisis plan.

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

Participates in professional development either at the school site or with the 21st CCLC grant coordinators when applicable.

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 ASP director and/or building principal.

Unusual Working Conditions

Some evening and weekend meetings required. Work hours are full-time or part-time depending on school needs and enrollment numbers.

Evaluation

Annual written evaluation by either the ASP director (if a 21st CCLC site) or the site principal (if school-based and non- 21st CCLC).

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 college credits.
2. Four (4) years of related experience to include duties, such as organizing activities; recruiting, hiring and supervision of instructors; working with children and families; working with diverse populations; working with community agencies and businesses; and/or providing and organizing academic enrichment activities for school age children.
3. Skilled in coordinating programs and must demonstrate skills related to detail and organization.
4. Strong skills in record keeping and all forms of communication.
5. Must be able to effectively prioritize and manage multiple assignments.
6. 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.
7. Must have capacity to work independently with limited supervision while implementing all program components. While independent decision making is expected, supervisors must be informed of actions taken.
8. Must be able to work as part of a team and collaborate with community partners.
9. Must be able to work with a diverse population and effectively present information about the program to varied audiences.
10. Must work with a high level of confidential information and be able to follow professional teaching guidelines on confidentiality.
11. 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.

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.