



ALIEF INDEPENDENT SCHOOL DISTRICT After School Program Site Leader/Coordinator



General Description

Under direction of the After School Program Coordinator. Performs a variety of tasks and carries out a variety of instructional procedures. Works with school age students to provide safety and security while engaging them in developmentally appropriate activities.

Qualifications

- Certified Teacher.
- Minimum three years of teaching experience.
- Preferred experience with project leadership.
- Willingness to learn.
- Preferred experience as a mentor/coach with children and/or adults.
- Ability to maintain discipline, motivates students, and communicates effectively with students, parents and staff.

Responsibilities

- Supervises the After-School Program staff.
- Monitors student safety and security.
- Promotes After-School Program services and recruits students to maintain program enrollment.
- Assists with student registration and scheduling.
- Assists with student school day transition and program dismissal.
- Assists with implementation of academic, enrichment and recreational curriculum/programs.
- Maintains open communications with parents, school administration and staff.
- Assists the After-School Program Coordinator in developing, implementing and evaluating practices and procedures to improve the After-School Program.
- Knowledgeable about program policy and procedure to respond appropriately to parent inquiries and concerns.
- Accurately maintains, completes and submits all required reports to After-School Program Coordinator by established deadlines.
- Accurately maintains and submits staff payroll by established deadlines.
- Communicates program expectations and rules clearly, effectively and in a positive manner with students and staff.
- Implements positive behavior management techniques with students.
- Participate in activities with students and be actively involved with them, not just supervising or observing.
- Establishes a positive, supportive and working relationship with staff.
- Participates in training to improve effectiveness with students and improve program quality.
- Demonstrates responsible control over assigned program resources.
- Monitors After-School Program facility maintenance and cleanliness.
- Maintains staff attendance and oversees substitutes as necessary.
- Maintains accurate daily student attendance.
- Must have, or be able to attend, scheduled CPR and First Aid Certification.



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- Must be exempt from or obtain 8 hours of pre-service training within established deadlines.
- Must obtain 20 hours of training in specified child development areas within established deadlines.
- Must be able to lift 30 to 35 pounds.
- Performs other duties as assigned.
- Occasional evening activities.

Site Leadership Model

- Site leadership may be individual or a team of two who job-share.
- Position will be approximately 10 – 40 hours per week or if co-lead teacher, 2 – 15 hours per week.
- Full time site coordinator at 21st Century Community Learning Centers

Terms of Employment

- Salary: \$30.00/hour
- Position is filled only after required student enrollment is met
- Length of Contract:

Required staff training – dates provided upon hiring

I understand that I am making a commitment to the Alief ISD After School Program and its students. If I am unable to fulfill my commitment of employment with the After School Program for the position I've been hired, my campus administrator will be notified and documentation will be placed in my permanent professional file.

I understand that I am required to meet all training requirements.

I understand that all property checked out for use and supplies purchased, are the property of the Alief ISD After School Program and should only be used for services provided within the program. I understand that all resources must be checked in at the close of each session according to program guidelines. If resources are not checked in or items are missing, I understand that I will be held financially responsible for replacing the items.

Printed Name: _____

Signature: _____

Date: _____