

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ELEMENTARY BEFORE/AFTER-SCHOOL ENRICHMENT AND REMEDIATION PROGRAM COORDINATOR

GENERAL DESCRIPTION: The after-school enrichment coordinator is responsible for the development, scheduling and implementation of all after-school enrichment and remediation programs that Epping Elementary School offers in any given school year. This program coordinator must be flexible and responsive to team and school needs. The program coordinator will be appointed for a one-year term and assessed by the school administration during this term. This position may require before-school or after-school meetings with the administration, Epping Town Recreation staff and school staff.

QUALIFICATIONS:

1. Knowledge of current enrichment and remedial programs offered at Epping Elementary School
2. Knowledge of budgeting
3. Strong communication skills
4. Good organizational skills
5. Ability to recruit program staff as needed
6. Ability to develop enrichment program offerings
7. Ability to work cooperatively with school and Epping town staff and administration
8. Ability to schedule programs to maximize student participation and safety.
9. Ability to keep records

CLASSIFICATION: This position is designated as an administrative stipend position subject to School Board Policy.

REPORTS TO: School Principal

PERFORMANCE RESPONSIBILITIES:

1. Develops a schedule of programs for the entire school year.
2. Helps administration recruit staff, parents, and community members able and willing to lead high quality before and after-school enrichment and remedial activities.
3. Effectively communicates with administration, staff, students, parents and Town recreation administration and staff.
4. Monitors attendance of students in activities.
5. Works with school principal to develop program listings and promotional materials..
6. Collects reports, attendance logs and records of program leaders.
7. Helps implement new programs.
8. Conducts orientation program for new program leaders to ensure safety and effective use of school facilities
9. Assists administration in the development of after-school program budgets.
10. Coordinates the distribution of materials and supplies to before and after-school program leaders.
11. Communicates cancellations of programs in a timely fashion.
12. Makes and receives telephone and email messages to and from parents, guardians, and others regarding before-and after school program if program leaders are not available.

STIPEND: This position is in addition to one's regular school day and year responsibilities. Annual administrative stipend is \$2,000.