

## CLIFFSIDE PARK SCHOOL DISTRICT

**TITLE:** After School Program Director/Grant Coordinator

**REPORTS TO:** Superintendent of Schools

**WORK DAY/YEAR:** Teacher Day plus additional after school and summer hours (July/August) as needed to prepare for school year as per CPEA contract and Grant guidelines.

The Program Coordinator is responsible for daily planning, implementation and administration of all afterschool programs including homework club, enrichment activities, grant programs and other student programs as well as staff development program.

### General Responsibilities

1. The after school program director is responsible for the planning, organizing, scheduling, and general supervision of the after school program at all school sites.
2. The coordinator is responsible for implementation of the after school program; implements applicable district, agency, and grant regulations in the after school program; provides programming based on school site plans and; keeps accurate records for staff hiring/payroll, grant and evaluation documentation; hires and provides orientation/training for staff in the after school program; and facilitates partnerships with appropriate public and private agencies to provide services for the students and families.
3. Hires teachers, tutors, enrichment instructors for the after school program.
4. Coordinates site-specific training for all after school staff.
5. Collects, accounts for, and deposits any fees related to the operation of the program
6. Schedules and coordinates staffing for homework assistance, enrichment activities, and special events.
7. Responsible for ordering, preparing, and documenting delivery of healthy snacks as required by Nutrition Services.
8. Responsible for recruitment of eligible students and collection of all required confidential agreements and release forms for participation.
9. Responsible for coordinating student transportation services for after school program.
10. Responsible to insure the safety and security of students, staff, and school property during the after school program.
11. Responsible for dealing with discipline issues when the principal is no longer at the school and following up with the principal.
12. Assists in collecting all data and conducting surveys for periodic program evaluations with support from the program director and site principal.
13. Establishes and maintains communication with regular day and after school staff, principal and community agencies/partners and families regarding all aspects of student involvement in the program.
14. Maintain and provide updated information for website.

15. Assist Superintendent with presentations to community as well as all district newsletters.

16. Carryout any other duties as per the Superintendent of Schools as related to above responsibilities.