



LARCHMONT SCHOOLS CLASSIFIED JOB DESCRIPTION AFTER SCHOOL SITE COORDINATOR

Title of Position: After School Site Coordinator

Directly Responsible to: After School Program Director and School Leader(s)

Status: Non-Exempt; Part-time

Primary Function: The After School Site Coordinator is responsible and accountable for implementing all aspects of the After School program on a specific campus. The After School Site Coordinator will oversee training and managing of the after school staff team and students. The After School Site Coordinator will manage the programming and scheduling of after school classes on a specific campus and track after school program attendance and billing.

Minimum Qualifications:

- (*) Bachelor's Degree (preferred);
- (*) Minimum of two years' experience working with school-aged children in an after school/recreational program environment;
- (*) Familiarity working with students in a tutoring environment;
- (*) Skills in leading activities in any of the following: performing and visual arts, cooking, gardening, music, crafts, sports or the teaching of a foreign language and culture
- (*) TB Test clearance & DOJ finger printing clearance;
- (*) An enthusiasm to support a young and growing school program.

How to apply: Submit the following to lcsjobs@larchmontcharter.org with subject line: After School Site Coordinator

- Must include Résumé clearly stating all education and relevant professional experiences;
- Must include cover letter explaining in detail why you believe you are the right person for the position. Please also share about your experience with and commitment to diversity throughout your personal, educational and professional journey. (1 page maximum, single-spaced, 12 pt Times New Roman)
- May include letters of recommendation

If we would like to learn more about you, you will be contacted via e-mail to submit an application for the position. Please do not call; all inquiries should be submitted via e-mail. Position will be open until filled.

Essential Functions:

Basic Supervision and Programming:

- Create and maintain an after school experience with a safe, respectful, inclusive and fun atmosphere and tone that is consistent with the Larchmont Charter School mission and philosophy;
- Carry over the social/emotional and instructional tone and style of the school day into the after school program;
- Design and implement the basic program of activities;
- Supervise site-based staff;
- Work with after-school team to design flow patterns and transitional processes to ensure a safe, orderly, and comfortable environment;
- Coordinate enrollment lists and schedules to insure all students participate in their chosen classes;
- Work in concert with School Leader to provide lists of students enrolled in after school programming to related faculty [so teachers know which students are to proceed to after school each day];

Operations:

- Create and maintain efficient systems and procedures to ensure accurate enrollment, attendance, and billing;
- Ensure efficient procedures for setting up, checking students into basic care, coordinating use of space for basic care and enrichment classes, snack distribution, and closing procedures;
- Assist in maintaining and coordinating "clean up" and cleanliness of program spaces, equipment, and of the school facility during after hours care.
- Ensure compliance with all school policies and procedures as outlined in the Fiscal Policies, Student Handbook,

- Employee Handbook and Parent Handbook; maintain necessary paperwork for compliance requirements;
- Participate in safety trainings, follow health and safety protocols/drills, and maintain inventory of supplies;

Communications:

- Interface with parents around questions and concerns; communications about programs, activities, and scheduling;
- In partnership with After School Program Director, maintain a campus bulletin board for parent information;
- Insure opportunities for the sharing of information between faculty to support constructive and effective discipline and behavioral support for students;
- Serve as liaison between Larchmont and other programs utilizing shared space during after school hours;
- Communicate as needed with Supervisor regarding supplies, facilities, or programming needs and program quality.
- Deliver regular feedback to staff to insure high quality program outcomes.
- Communicate regularly and proactively with staff and supervisor about procedures, events, and program changes.

Professionalism and Teamwork

- Model professional behaviors and ethical standards when dealing with students, parents, peers, and the broader community.
- Maintain reliable, consistent attendance and punctuality.

Other Functions:

- Perform other duties as assigned.
- Assist in other school programs when necessary.

Knowledge of:

Facilitation strategies and approaches to creating and maintaining environment of safety, respect, and learning; Cultural and socio-economic differences in the student population; Conflict resolution strategies to support healthy social development in children; Class/group behavior management strategies; Professional skills for collaboration and teamwork with other education professionals; Business operations management; Basic accounting skills; MS Office Suite; Written and oral communications skills.

Ability to:

Supervise & support students; Create and maintain a safe, respectful learning environment; Meet the needs of a diverse student population; Support student social & emotional development; Work collaboratively & professionally with the Larchmont Schools team; Communicate effectively with all stakeholders to support student success. Use modern technology for instructing, communicating and reporting.

Physical Requirements:

Continual speaking; standing for long periods of time; frequent sitting, reaching, walking, bending, grasping and pinching, occasional lifting and carrying, squatting, twisting or kneeling.

Environment:

Uneven surfaces, noise, quick work pace. Requires that the incumbent work effectively under stressful situations and respond to the unpredictable behaviors of students. Frequent use of computer screen. Occasionally involves working outdoors and exposure to inclement weather. Infrequently involves exposure to traffic congestion. May rarely involve exposure to biohazardous waste.

Other Requirements:

Support the Mission and Vision of the School; exercise good judgment and moral character; Department of Justice background clearance & TB test clearance. Larchmont Schools has the right to revise this job description at any time. Larchmont Schools is an EQUAL OPPORTUNITY EMPLOYER.