



DPS Extended Day Program

Site Coordinator

QUALIFICATIONS:

1. Ability to work with diverse populations
2. Experience working with youth and school communities
3. Ability to organize time, space, materials, and groups
4. Excellent communication and interpersonal skills
5. Function as a team member
6. Ability to develop and implement high quality programming
7. Ability to recognize staff and students development needs
8. Understands of the psychology of youth and adolescent development
9. Ability to collaborate with community agencies
10. Understands of the development of parental involvement and programming
11. Prior work with Extended Day Programs preferred but not required

REPORTS TO:

Extended Day Program Coordinator

MAINTAINS LIAISON WITH:

Program Director

Building Principal

JOB Responsibilities:

Responsible for the overall operations of the Extended Day Program from staff management to student safety and experience.

JOB DUTIES:

1. Facilitates the pre-planning and prep work regarding the program including structure of day, recruitment/enrollment of students, applications, planning excursions etc.
2. Assists with identifying and the interview process of hiring of all staff.
3. Supervises site, monitor staff, and students.
4. Gathers correct student growth data for end of program reports.
5. Participates in program design sessions.
6. Oversees and responsible for site payroll timesheets/stipends.
7. Assures all paperwork is accurate including: transportation, attendance, class rosters, contact list for all staff etc.
8. Maintains a current and accurate record of all children enrolled in the program or on the waitlist.
9. Handles behavior and attendance issues- Contacts parents if a student is not showing up for the program.