Columbus After School Program – Site Coordinator

D.O.T. #   PART TIME (M, T, TH, F 3:00 – 6:00, W 1:45 – 6:15)
D.O.T. CLASS:

Sedentary   Light   Medium   X   Heavy   Very Heavy

REQUIREMENTS:

A.   Education Level: Minimum high school diploma

B.   Experience Desired: Experience working with children preferred

C.   Age Requirement: Must be at least 19 years of age

D.   Must have reliable transportation to travel between main office and six building sites regularly

REPORTS TO: Sara Colford, Student Services Facilitator 402-563-7000 ext. 11753
**   Stacey Whiting, CASP Project Director 402-563-4901**

ESSENTIAL FUNCTIONS:

1.   Develop positive relationships with students, their families and building staff

2.   Lead and supervise developmentally appropriate activities and provide academic support

4.   Maintain daily/weekly/monthly records that may be designated by the project director, work with building staff to ensure student needs are met, lesson plans are implemented and all program requirements are met

5.   Assist in the day to day routines and rhythms of the program which may include:
        - behavior support
        - homework support
        - recess duty
        - preparation of snacks
        - cleaning up area (wiping tables, sweeping floor, taking out trash, organizing materials)

6.   Participate in activities and opportunities which will enhance the understanding of students:
        - attend in-service training (district and CASP)
        - attend monthly site coordinator meetings
        - collaborate regularly with project director, other CASP staff and classroom teachers
        - lead family enrichment activities

7.   Participate actively as opportunity presents itself in:
        - communicating with familes
        - problem solving relative to routines, rhythms and/or individual student needs

8.   Uphold building and district policies and procedures

9.   Keep confidential matters private

10.   Be respectful and courteous at all times

11.   Work independently performing tasks as needs and situations arise

12.   Represent self and program positively

13.   Other duties as assigned to ensure program quality