

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: AFTER-SCHOOL ENRICHMENT PROGRAM COORDINATOR**

**DEFINITION:** Under supervision of the Director of Curriculum and Special Projects, or a designated administrator, the After-School Enrichment Coordinator shall be responsible for providing a program that is enriching and self-sustaining, oversight of the program, Instructors and subjects offered; and ensuring the safety and well-being of all children enrolled in the program.

**ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:***

- Work with parents and the community to create requested courses
- Update and revise the program and/or course offerings as necessary to maintain an effective program
- Develop and maintain a positive relationship with students, parents, the media, the community, the staff, and the administration
- Coordinate class schedules and offerings considering the District Instructional Calendar, the bus schedules, the school site daily schedule, and the After-School Recreation Program schedule
- Develop and maintain a self-sustaining program budget
- Complete District forms as necessary, including Facilities Use Forms
- Communicate positively with District personnel in the course of work
- Follow guidelines of the Human Resource Department for recruitment and hiring recommendation of program instructors
- Advertise and promote student participation in the After-School Enrichment Program
- Collect registration forms and fees, maintain computerized records of fees received and deposit collected fees to Accounts Receivable at the District Office
- Contact parents as necessary
- Create and distribute class rosters to instructors including student information and emergency contact numbers
- Coordinate submission of time sheets of the After-School Enrichment Instructors
- Monitor, electronically maintain and provide information as requested for program budget reporting
- Order supplies and equipment as required
- Train instructors on school emergency protocols
- Monitor classrooms
- Distribute and collect parent input forms
- Other duties as assigned

**REQUIREMENTS:**

- Use computer and other office equipment
- Efficient use of computer programs to process correspondence, create brochures, and track budget

## AFTER-SCHOOL ENRICHMENT PROGRAM COORDINATOR- *continued*

### **QUALIFICATIONS:**

#### **Knowledge of:**

- General needs and behavior of children
- Safety practices for students in a school setting
- Accounting and Accounting Principles
- First aid

#### **Ability to:**

- Work effectively with those contacted in the course of the work
- Work independently on own initiative
- Work independently and as part of a team
- Multi-task
- Prioritize work effectively
- Demonstrate tact, patience, kindness and a positive attitude in dealing with children
- Establish warm, understanding relationship with children
- Maintain a clean, orderly and safe environment for children
- Communicate in writing for the purposes of composing the required reports and other correspondence

### **EDUCATION AND EXPERIENCE:**

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade

### **PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

#### **Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 30 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

### **WORKING CONDITIONS:**

- Outdoor and indoor working environment subject to bending, crouching, and kneeling, reaching in all directions

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license
- Possession of valid CPR/First Aid Certification on or within three months of hire

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: November 1, 2012