

JOB DESCRIPTION
AFTER SCHOOL PROGRAM COORDINATOR
NOME PUBLIC SCHOOLS
Range J: \$33.55/hr to \$48.16/hr

QUALIFICATIONS:

1. High School diploma and pass background check. Some college is desirable.
2. Ability to communicate effectively with the public as required.
3. High degree of organizational skills; ability to develop program schedules and coordinate with a variety of departments to facilitate a program. Experience in an afterschool program or similar youth-focused programming is highly desired.
4. Demonstrated ability to identify, recruit, and facilitate qualified individuals in order to provide quality program offerings. Strong interpersonal skills to work with diverse program staff, site administrators and district personnel.
5. Knowledge of local community resources, including elders, culture bearers, tribal and other community resources is highly desirable.
6. Experience with Microsoft Office or similar programs. Strong writing and general computer skills needed.

REPORTS TO: Elementary School Principal

SUPERVISES: Program instructors, and other staff as designated by the Elementary Principal

JOB GOAL: To develop and lead a high quality After School Elementary Program for Nome Public Schools.

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership in planning an After School elementary program that will meet the needs of the community and the requirements of the 21st Century Learning Center Grant.
2. Supervise the After School elementary program during the time held and take daily student attendance.
3. Recruit and supervise program instructors for after school programs.
4. Oversee identification of priority students, family communication, and student enrollment into programs.
5. Coordinate facility usage with site administration.

6. Provide communications with families and communities, including quarterly Program Newsletters, emails, social media posts, etc.
7. Attend School Board meetings where representation is desired to explain the program.
8. Act as liaison with 21st CCLC grant partners and site administration.
9. Collaborate with the Director of Federal Programs with regards to the requirements and needs of the Program.
10. Order materials/supplies for the Program and coordinate with the Business Office regarding orders and payments for program instructors.
11. Collect required student data and prepare reports for the Director of Federal Programs as directed and per the requirements of the 21st CCLC program.
12. Facilitate quarterly planning with program staff - total time to equal 8 hours per quarter.
13. Plan collaboratively with staff to implement quarterly Family Pride Nights.
14. Meet regularly with Site Administrative Team regarding student, program and facility needs.

Terms of Employment: Conditions of employment as established in accordance with the provisions of the School Board Policy and the Classified Negotiated Agreement.