

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
ENRICHMENT ACTIVITIES COORDINATOR

Job Summary:

Provide planning and support necessary to implement enrichment activities for students both during and outside of the school day (may also include weekends and summer). The Enrichment Activities Coordinator is responsible for creating an environment that promotes the social, emotional, language, cognitive and physical growth of the participants enrichment activities.

Minimum Qualifications:

- Knowledge of social-emotional and enrichment programs
- Experience in working with and leading a planning committee
- Experience in use of online platforms and distance delivery technology
- Meets the requirements for positions or contracts partially- or fully-funded by Title grants
- Decision-making skills and the ability to work independently, and to plan, schedule, and prioritize work
- Ability to communicate clearly and concisely both orally and in writing; effective communication skills
- Effective collaboration skills
- Effective organization skills
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff
- CPR Certified, or the willingness to obtain certification within the first six weeks of the job; maintains certification
- Cleared SISD Background Check ([BP/AR 4112.5/4212.5/4312.5](#))
- Meets [SISD driver requirements](#)

Preferred Qualifications:

- Baccalaureate degree in education or related field
- Knowledge of age-appropriate activities and child development philosophies and practices
- Knowledge of safety requirements pertaining to children of all ages
- Knowledge of innovative lesson planning
- Effective leadership and management skills
- Understanding of and experience with collecting/using high-quality data
- Experience in working with outside agencies for the purpose of collaboration

Physical Requirements:

- Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds
- Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, sit, stand, or other movements as necessary to meet mission
- Ability to work indoors and outdoors year-round
- Adherence to all district health and safety policies
- Adherence to professional dress and appearance expectations as appropriate to assignment
- See and read a computer screen and printed matter with or without vision aids

- Hear and understand speech at normal levels and on the telephone with or without hearing aids
- Speak so that others may understand at normal levels, on the telephone, and during audio and video conferencing

Duties and Responsibilities:

- Plans, organizes and coordinates social-emotional learning activities and other work tasks in an efficient manner.
- Coordinates all instructional activities to conform to state and District laws, regulations, and policy guidelines.
- Coordinates enrichment activities such as field trips, speakers, and educational presentations.
- Collaborates with the teacher of record to plan and coordinate electives.
- Collaborates with the registrar to ensure that elective classes are entered and maintained in PowerSchool.
- Prepares, maintains, and organizes appropriate records, reports, data information and forms as directed/required (THRIVE grant, Title grants, others) including, but not limited to budget, financial reports, requisitions and inventory.
- Assists in preparing accurate, neat, high quality instructional support materials
- Assists in identification/development and/or writing of specialized course descriptions as needed.
- Researches and provides the district with appropriate enrichment materials and equipment.
- Participates in THRIVE grant activities.
- Organizes a recordkeeping system to monitor program goals, objectives, budgeting expenditures, and inventory.
- Participates in ongoing evaluation and modification of the program.
- Follows and completes assigned tasks/duties.
- Completes and submits accurate timesheets in a timely manner; produces accurate and neat work products.
- Participates in required professional development activities.
- Works individually and in groups with students, overseen by certified staff.
- Supervises students in varied settings, e.g.: recess, lunchroom, library, gym, work, travel, etc.
- Transports students as required.
 - Ensures safe loading/unloading of student(s) (if using a vehicle).
 - Supervises student(s) to ensure safe travel.
 - Ensures student(s) walks on the right side of the adult.
- Communicates with District Administration to clarify tasks, report progress and/or challenges.
- Recognizes and fulfills the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to participate productively and creatively in efforts to solve problems and improve the instructional practice of the District.
- Serves as primary liaison with the Superintendent/Designee in matters relating to student enrichment programs.
- Seeks business and community support and resources.
- Communicates effectively with students, families, school staff, and community members.
- Establishes and develops positive relationships with students, families, staff, and the public.
- Establishes and maintains open communication with each of the SISD communities.

- Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Maintains a high level of ethical behaviors, e.g.: confidentiality, attendance, punctuality, etc.
- Uses safe practices when working with students and equipment.
- Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
- Serves as a positive role model for students and staff, e.g.: dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Performs other relevant duties as assigned as appropriate to the position.

Supervisor: Superintendent or designee

Terms of Employment:

Authorized Hours: 40 hours/week. FLSA non-exempt.

Days/Weeks/Months: 40 weeks/year (prorated for partial year assignments)

Classification: Classified/Hourly

Location: District-wide

Benefits: As identified in the current [Classified Employee Handbook](#)

Salary: Determined based on the Classified Employee Salary Schedule.

Evaluation:

New employee: at the end of the probationary period (90 days) and again by March 15.

Annual: by November 15.

Supervisors may conduct additional evaluations of any employee as needed.