

SAC SITE COORDINATOR

Reports to:	Coordinator, Adult & Community Education
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	Part-time/hours as scheduled
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Site Coordinator will provide oversight and daily operation of Project Read and Reach, A School Age Community Engaged in Literacy, Character & Service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Plan, implement, and oversee afterschool programming at SAC sites for grades K-4 students
- Work with SAC Learning Leaders in implementing literacy, character education, and service-learning activities within the before and after school environment
- Work directly with principals, counselors, teachers, and parents on student referrals to before and after school programming as well as gathering academic reporting data for program reporting requirements and curriculum alignment
- Schedule, manage, and oversee all SAC site staff
- Coordinate and schedule weekly volunteers for each SAC site
- Conduct annual needs assessments to monitor student/family needs
- Plan, schedule, and conduct all SAC programs, activities, and family nights for students and parents
- Maintain student records for program reporting ensuring DESE timelines are met
- Form collaborative relationships with community resources for the purpose of volunteers in programming and sustainability efforts
- Manage student behavior and handle comments/concerns from parents of enrolled students
- Oversee the purchase of supplies and materials for SAC sites and keep organized detail of all inventory, including but not limited to, supplies, materials, textbooks, technology
- Ensure timely distribution of all progress reports to parents and teachers
- Input all data related to the SAC into the DESE's Kids Care Software per required reporting dates
- Process staff timesheets
- Conduct staff training and professional development
- Attend all mandatory meetings, conferences, and trainings as required

Interpersonal Relations:

- Demonstrate positive interpersonal relationships with students and parents.
- Demonstrate positive interpersonal relationships with district staff.

Professional Responsibilities:

- Dress in a professional manner.
- Demonstrate enthusiasm toward students and the teaching profession.
- Follow the policies and procedures of the school district.

- Maintain confidentiality, unquestionable integrity with staff and students.

SUPERVISORY RESPONSIBILITIES:

- Supervise all SAC staff to include Learning Leaders and Site Assistants
- Supervise children

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of or willingness to learn planning, implementing, and directing afterschool programs
- Knowledge of community resources and how to form collaborative relationships
- Knowledge of developmental needs of students at all ages
- Strong organizational and project management skills
- Good oral and written communication skills

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree with major course work in education; Master's Degree preferred.
- Valid Missouri Teaching Certificate, or Administrative
- Three years successful classroom teaching experience

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Strong program management skills and ease of creativity.
- Strong organizational skills for document organization and retention.
- Ability to establish and maintain effective working relationships with staff, school community, parents, and students.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SAC Site Coordinator
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