

**After School Program Coordinator  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: School**

**TITLE:** **After School Program Coordinator**

**QUALIFICATIONS:**

1. High school degree or equivalent.
2. Such alternatives to the above qualifications as the Board of Education may find appropriate.

**REPORTS TO:** School Principal and Central Office After School Program Coordinator

**JOB GOAL:** To coordinate all activities involved with the safe and effective operation of an after school program.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including the Department of Health and Human Services – Division of Child Development, pertaining to the after school program.
2. Provide students with activities that promote their physical and intellectual development.
3. Coordinate the creating, planning and maintaining of a safe and healthy learning environment.
4. Utilize positive strategies to support the social and emotional development of all the students.
5. Promote positive behaviors and professionalism, including completion of annual training hours.
6. Assist and monitor students and staff during program hours.
7. Maintain accurate and up to date student, staff and after school program records. Follow procedures for receipting payments.
8. Supervise group leaders and provide learning tools for promoting a positive environment.

9. Perform related duties and responsibilities as requested by the principal and central office after school program coordinator.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Ten month work year/Time Certain/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 61

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to maintain confidentiality of student information.
- Trained in Basic School Age Care (BSAC) or completion of within the first three months of employment.
- Trained in First Aid and CPR for school age children (certification).
- Trained in playground safety.
- Ability to follow written and oral instructions and school age childcare guidelines.
- Working knowledge of effective methods of managing, caring and promoting positive behaviors with children.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Complete two semester credit hours in child, youth, or school age development or enroll in this coursework within six months of employment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.