



Extended Day Coordinator

Reports To: Administrator and Special Services Director

SUMMARY

The Extended Day Coordinator is responsible for developing and organizing the extended day program activities and staff. This is an Extra Duty stipend position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize the Extended Day program activities
- Schedule paraprofessionals, teachers, tutors and volunteers
- Recruit volunteers and staff
- Purchase necessary supplies
- Organize communication with bus garage, parents, administration, teachers, volunteers and paraprofessionals.
- Structure the Extended Day program with meaningful activities
- Organize a tutoring program
- Facilitate the preparation of healthy snacks for the students
- Provide teachers with appropriate materials
- Provide appropriate student/adult ratio
- Work closely and communicate regularly with Administration
- Communicate regularly with parents
- Be available from after school until all students have been picked up
- Must be able to work independently
- Track budget
- Work with school secretary
- Coordinate with administrators on effectiveness of program and suggested improvements
- Assist with required reporting
- Perform other duties as assigned

QUALIFICATIONS

- **Education:** High School diploma or GED required with PTSB certification preferred.
- **Language Skills:** Ability to respond to common inquiries from vendors, financial institutions, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Mathematical Skills:** Applicable to the nature of the activity.

- **Computer Skills:** Applicable to the nature of the activity.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking.
- **Certificates, Licenses, Registrations:** Wyoming PTSB Certification preferred. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.
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