



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

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## Community Schools Student Activities Coordinator

### Primary Function

To provide district-wide coordination and support for after school and summer programming.

### Organizational Relationship

The Student Activities Coordinator (SAC) reports directly to the Student Activities Director. The SAC works collaboratively with other Community School team members, district administrators, and building administrators.

### Desired Qualifications

- Bachelor's degree in relevant field such as education, human services, or related social services (teacher licensure preferred)
- Background working in a school setting and/or with not-for-profit community agencies
- Experience with project management, including planning, scheduling, collaboration, supervision, and evaluation of programming
- Experience organizing enrichment or project-based activities for youth programming
- Strong computer software skills, including Google Suite (sheets, documents, etc) and data management software.
- Ability to understand and carry out oral and written directions
- Strong interpersonal communication skills, both written and verbal, with a demonstrated ability to interact with individuals with a wide range of diverse socioeconomic and cultural backgrounds
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective community partner, family, student and co-worker relationships. It is critical to understand community needs and how to utilize and articulate strategies to promote community impact.
- Ability to handle student information with confidentiality
- Ability to physically move about the school building and grounds
- Ability to speak, read, write, and understand English
- Fluency in a second language, preferred

### **Performance Responsibilities**

1. Supervise and evaluate after school and summer program staff.
2. Under the guidance of the Student Activities Director, plan and coordinate after school and summer programming for students district-wide (K-8)
3. Develop program curriculum (scope and sequence, after school enrichment and/or academic activities)
4. Coordinate and manage after school and summer materials, such as identifying materials and needed supplies, and purchase orders
5. Provide on-site support and training to site supervisors and program leaders
6. Serve as primary point person District-wide for after school and summer programming, which includes frequent communication with parents, teachers, administrators and partners
7. Assist in grant data collection and reporting
8. Develop, track and monitor all student registration utilizing data management software (Infinite Campus, Google Sheets)
9. Develop rosters for each building for programming and share in a timely manner with both school staff and parents
10. Work collaboratively with district administration to ensure equitable student participation and supports
11. Develop and facilitate signing of Memoranda of Understanding (MOUs) that articulates partners' roles, connection to results, adherence to policies and legal needs, and data-sharing agreements.
12. Manage partnership with the Greater Chicago Food Depository and ensure compliance with food protocols at each site
13. Monitor the quality of programs, and provide ongoing feedback to drive continuous improvement
14. Facilitate regular meetings with building administrators and programmatic partners at the assigned building.
15. Support and provide guidance to the initiatives proposed by the Community School work groups
16. Attend partner meetings as needed
17. Other duties as assigned

### **Term of Employment**

The Student Activities Coordinator is a 210-day employee. Salary and work year determined by the Board of Education. The work calendar follows the school year (180 days) and includes 30 days scheduled in the summer aligned with the summer program needs.

Due to the nature of the duties for this position, the Student Activities Coordinator hours reflect when the programming is taking place. Final schedule will be determined based on the Community Schools initiative needs.

It is anticipated that during the school year, the hours will generally be 10:30 a.m. - 6:30 p.m. and during the summer 8:00 a.m. 4:00 p.m. Monday-Friday.

This position is paid on a salary basis and is exempt from overtime requirements under state and federal law. The salary constitutes full compensation for any and all hours worked during each workweek.

**Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.

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