

Job Description

Position Title	Enrich, Challenge, Learn (ECL) After School Homework Help Coordinator		
Building	High School Media Center	Department	High School
Hours	3:10 to 5:00 p.m. three days per week	Supervisor	7-12 Principal
Band and Grade	NA	Tools and Equipment	Computer, applicable software (Excel in particular), phone, and copy machine

Primary Function	Supervising students in the High School Media Center after school; recruiting and supervising staff members to assist in ECL; and keeping track of student participation in order to report to administrators, parents, teachers, and coaches as needed.
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Essential Duties	
1	Maintains a safe environment in the Media Center by monitoring student activity. Manages student misbehavior and enforces appropriate consequences.
2	Maintains clear communication with administration and staff.
3	Ensures students sign in and out each day. Records accurate daily student use of ECL in order to report to staff and administration. Compiles and records list for each week, month, and trimester (listed by grade). Submits end-of-trimester and end-of-year reports to administration.
4	Monitors students serving detention.
5	Discusses test procedures with teachers in order to administer tests properly for both high school and junior high students. Keeps track of test materials (and other materials) and closely monitors students taking tests. Places completed tests in teacher mailboxes.
6	Checks what students are working on in order to set up appropriate tutoring.
7	Recruits and supervises ECL staff.
8	Makes sure computer pods and printers are working properly and assists with troubleshooting.
9	Collects, organizes, and updates textbooks for student use.
10	Prepares ECL brochure for upcoming school year.
11	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Must possess leadership skills and have excellent communication skills in order to communicate with students and staff.
Knowledge Required	<ul style="list-style-type: none"> • Must be familiar with the rules and regulations of the School District. • Knowledge of the principles, practices, and techniques of supervision. • Knowledge of safety procedures. • Must be familiar with school staff and knowledgeable about who to call in the case of an emergency or problem.
Skills Required	<ul style="list-style-type: none"> • Must be knowledgeable and skilled in the use of Excel software including the use of formulas. • Skill in communication, interpersonal skills as applied to interaction with students, coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>