

JOB TITLE: BASE SITE COORDINATOR

QUALIFICATIONS:

1. Demonstrated aptitude for successfully performing task of the kind listed below
2. Ability to deal pleasantly with staff, students and the public
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: BASE Program Director

SUPERVISES: BASE teachers and instructional aides

JOB GOAL: To provide an enriching educational environment for students before and after school in contributing to their development as productive citizens.

PERFORMANCE RESPONSIBILITIES:

1. Schedules, coordinates and supervises BASE activities
2. Schedules and supervises appropriate staff for BASE program
3. Secures space for BASE program activities
4. Manages discipline problems in accordance with administrative regulations, school board policies and legal requirements
5. Requisitions supplies and equipment as it applies to the BASE program
6. Coordinates with food service to make sure snacks are on hand
7. Communicates transportation changes with the bus barn
8. Distributes necessary information to teachers – starting dates, etc.
9. Assists in planning and supervising parent activities
10. Manages budget accounts for building activities
11. Serves as designated school official in matters relating to BASE program
12. Maintains regular communication with BASE program director
13. Submits regular attendance reports to BASE program director
14. Submits quarterly reports on student data to BASE program director
15. Ensures attendance is maintained according to BASE program regulations
16. Displays and understanding of district curriculum
17. Maintains inventory of all BASE equipment in grades K-8
18. Serves on BASE Advisory Council
19. Maintains confidential nature of all school-related matters
20. Other duties as assigned by the superintendent or program director

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(BASE Site Coordinator)

Signed:_____ Date:_____
(BASE Program Director)