



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: School Support Team: After-School Program Coordinator

SCHOOL / DEPT: School

EVALUATOR: Principal, Director or Designee

SALARY SCHEDULE: School Support Team - Level E

APPROVED BY: Boyle County Board of Education **DATE:** May 2024

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The After School Program Coordinator provides leadership and supervision to school-age children after the regular school day ends. The Coordinator is responsible for all aspects of the after-school program, including but not limited to daily programming, providing a healthy snack, record keeping and billing, communication with all stakeholders, and coordinating appropriate staffing.

JOB QUALIFICATIONS

This position requires:

- A high school diploma or G.E.D. Certificate as required by Kentucky law.
- Experience working with children in a group setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Conduct regular performance evaluations and feedback on employees of the designated school's after-school program.
- Provide for the safety and comfort of staff and children in the program.
- Perform various record-keeping functions to maintain the operations of the program.
- Maintain the highest standard of professional behavior at all times in the program.
- Maintain current First Aid and CPR training.
- Collaborate with building principals and school personnel to provide direction for programs and individual needs of students.
- Monitor all income and expenses to ensure financial stability of programs.
- Purchase, inventory, store, and maintain supplies and equipment for the program.
- Provide a healthy, safe and welcoming environment to students.
- Undertake the physical duties involved in working with students.
- Plan, prepare, and organize activities.
- Develop and maintain good relationships with families and other caregivers.

- Supervise and discipline students according to approved procedures; escalate ongoing discipline issues to the appropriate administrator as necessary.
- Perform routine clerical duties such as preparation of materials; operate copy machines, maintain program records;
- Oversee children while in play groups.
- Assist children by providing proper examples, emotional support, a friendly attitude, and general guidance.
- Assure the health and safety of children by following health and safety practices and regulations.
- Direct group activities of students inside the school facility and on the playground.
- During the school day, monitor students on a one-to-one basis, in small groups or in large groups, following protocols to ensure student health and safety in the classroom, on the playground, and while on school transportation.
- During the school day, assist in small group instruction and supervision; tutor students at teacher's request; Assist teacher in maintaining discipline and other daily classroom functions.
- During the school day, assist with non-instructional duties in other areas of the building or district as assigned.
- Maintain confidentiality of students and/or staff.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, and Kentucky Revised Statutes.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Students and Program Assistants

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.