



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	ASP Site Coordinator	Exemption Status:	Exempt
Reports to:	Campus Principal/ASP Director	Pay Grade:	G1
Works with:	Public / District Personnel	Days:	226
Dept./School:	Campus Assigned	Date Revised:	03/11/2020

Primary Purpose:

Coordinating and administering the after-school program for his/her campus within the framework of the philosophy and objectives established by Board policy, consistent with the statutes and standards of the Texas Department of Protective and Regulatory Services.

Prerequisites:

- Bachelor's Degree; and
- Two years' experience in education.

Special Knowledge/Skills:

- Should have extensive experience or understanding in the area of childcare,
- Good Organizational and Leadership skills

Major Responsibilities and Duties:

- Keeps informed of and complies with state, district and school regulations and policies.
- Establishes and maintains open lines of communication with student, parent and principal.
- Coordinating and setting up all after school activities i.e., tutorials, chess, snacks, cleanup, closing duties and oversee implementation of duties/activities.
- Oversee the maintenance of all resources and supplies necessary for daily site operations.
- Maintain and up-to-date file of all program participants.
- Maintains accurate and complete records as required by TDPRS, DCCMS, SBCISD After School Program, and campus policy and procedures.
- Maintains a professional relationship with all colleagues, students, parents and community members.
- Attends and participates in site coordinators meetings and in-services.

- Assure the staff uses appropriate discipline techniques and assists staff in solving any discipline problems.
- Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
- To direct and evaluate the performance of all assigned ancillary personnel.
- Meet with the campus principal on a weekly basis.
- Perform all other duties as assigned by campus principal.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carman, Ed.D. Date 4/28/2020