

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Bronco Club Site Coordinator
QUALIFICATIONS:	Oklahoma Teaching Certificate; Retired Teacher
REPORTS TO:	Community Education's Bronco Club District Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Assume full responsibility of site level organization and maintenance of a quality school age after-school program under the direction of Director of Afterschool Enrichment Programs.
2. Provide high quality, educational, age-appropriate activities that create a learner-centered, high impact after-school program.
3. Supervise teaching staff and assist them with activities for children in the after-school program.
4. Supervise staff engagement and interaction with children.
5. Work directly with the children in the program.
6. Establish discipline standards and procedures, handle discipline problems, and report out of the ordinary problems to Director of Afterschool Enrichment Programs.
7. Complete incident/behavior/injury reports and submit copy to Director of Afterschool Enrichment Programs.
8. Perform financial/bookkeeping activities for the program including discussing account balances with parents, ordering supplies and snacks.
9. Create alternate plans when an employee is absent, so the position is covered, and the children's needs are met.
10. Meet with parents as needed to deal with concerns, problems and resolve conflicts.
11. Dispense medication to children in accordance with school board policy.
12. Direct and maintain physical environment of after-school areas ensuring safety and security.
13. Provide appropriate information to Director of Afterschool Enrichment Programs for site program needs.
14. Lock and secure building at the end of the day.
15. Interview & recommend daycare candidates for vacant positions.
16. Evaluate staff and provide completed evaluations to Director of Afterschool Enrichment Programs.
17. Shall not perform regular teacher contract duties during Bronco Club.
18. Maintain appropriate emotional control, physical health, and personal appearance.
19. Maintain confidentiality.
20. Abide by all Bronco Club policies and procedures.
21. Other duties as assigned.

TERMS OF EMPLOYMENT:

One Hundred Seventy-Three (173) days or the number of days school is in session each year. Rate of pay is \$27.00 an hour. Regular contract time for teacher day must be completed after program duties are completed. Coordinators are allotted no more than 2 hours of program planning time per week, or 24 minutes per day.

EVALUATION:

Job performance to be evaluated annually by the Director of Afterschool Enrichment Programs.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Ability to walk or move long distances from location to location around the building multiple times each day.