

After School Program Coordinator



Purpose: To provide learning opportunities for students after school.

Prerequisite/Requirement: Strong organization skills recommended. Experience managing CMS on websites. Strong computer skills recommended.

Job Description: Throughout the school year, there are two 12-week sessions of after-school classes offered on a fee basis for Ocean Shore students. The coordinator is responsible for all aspects of arranging the program, from acquiring and vetting teachers, to communicating to parents and ensuring teachers are paid.

Job Responsibilities

- Establish the dates for each session in coordination with the principal.
- Determine classes to be offered. Consider parent input. Offer a variety of activities ,e.g. physical, art, music, academic related, etc. for a variety of grade levels.
- Coordinate space with the principal through the Faciltron room sign-up system.
- Create schedule, maintaining communication with instructors, the principal, school secretary, and school district.
- Coordinate with the principal regarding classes, instructors, and space.
- Contact prospective and returning instructors.
- Ensure all new instructors have the appropriate paper work: syllabus, TB test, live scan, contract and W9 form.
- Finalize schedule, course descriptions, accounting for all class dates (remember minimum days, holidays and instructor needs) and fees.
- Populate website with class descriptions, fees, and schedules.
- Create paper form for written sign-ups, and provide a copy to the secretary.
- Create and posts signs in hallway. Email ombuds and the principal for email outreach.
- Manage enrollment and respond to questions, drops and adds, partial refunds etc... Collect checks daily, confirm all enrollments have paid via the website.
- Create class lists and provide to all teachers, front office, TTT, and Pacifica Childcare
- Answer parent questions via phone and e-mail.
- Tally final payment and send to treasurer who will cut checks and mail. Tie up loose ends as enrollments and questions trickle in after the start of the session.
- Provide list of instructors and contact information to front office.

Financial Responsibility: Collect checks and deposit with Treasurer

Hours recording procedure: Hours are recorded by the end of each session

Hours earned: Full Commitment

Reports to: Principal/Treasurer

Selection Process: Appointed - this position will be filled by the PTO Executive Board appointment. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

Term: August 15 to June 30

Candidates

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Revised 4/20