

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

Activity/Data Coordinator

A component of the Eastford afterschool program

QUALIFICATIONS: Demonstrated success in accurate and timely record keeping
 Demonstrated success in completing reports in a timely manner

REPORTS TO: Eastford Afterschool Project Director/School Principal

The Eastford afterschool programming is designed to address the following goals:

- A. Increase students’ ability to perform at grade level in ELA/Mathematics
- B. Increase students’ social emotional competencies and positive sense of self
- C. Increase students’ engagement in “beyond the basics” learning opportunities
- D. Increase family engagement in school

The Activity/Data Coordinator is required to:

- Disseminate all program announcements to families.
- Maintain communication with the administration of EES.
- Communicate regularly with program providers and classroom teachers.
- In collaboration with the Project Coordinator develop the monthly calendar of the Eastford afterschool program.
- In collaboration with the Project Coordinator disseminate the monthly schedule of the Eastford afterschool program.
- In collaboration with the Project Coordinator, provide templates for program description and summary evaluation to all the academic, wellness and enrichment program providers.
- In collaboration with the Project Coordinator, collect the evaluation reports and any other evidence of the results obtained from program providers.
- In collaboration with the Project Coordinator, complete all required State required attendance reports.
- Attend the administrative meetings associated with the Eastford afterschool program.
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TERMS OF EMPLOYMENT: Durational appointment in line with language in the After School Grant.

EVALUATION: Annually in accordance with the After School Grant.

COMPENSATION: \$2500

June 2024 ck