

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

Afterschool Program Coordinator

A component of the Eastford after-school program

- QUALIFICATIONS:
- Demonstrated success in identifying with and relating to staff, students, and families
 - Experience in managing and evaluating small programs
 - Experience with staff/program evaluation tools
 - Demonstrated success in accurate and timely record-keeping
 - Demonstrated success in completing reports promptly
- REPORTS TO: 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 enriching learning opportunities.
- D. Increase family engagement in school

The Project Coordinator will:

- Oversee and coordinate activities among the Eastford after-school academic, wellness, enrichment, and family engagement programs.
- Collate "intent to participate" information from students/families.
- Collect and record attendance data.
- Evaluate the goals of the after-school programming using evaluation methodologies or tools developed by the team and report findings to the Project Director according to established timelines.
- Advertise the need for programs, meet with and secure providers for a variety of after-school enrichment and academic activities.
- Create templates or flyers and related permission slips associated with academic, wellness, and enrichment programs.
- Create a monthly calendar/schedule of after-school offerings and share information and program updates with stakeholders via the monthly newsletter and other appropriate avenues.
- Develop a system for documenting/cataloging activities and sharing information with other staff coordinators/managers.
- Arrange for supervision of academic and enrichment programs while coordinating with the program providers and the Wellness Coordinator for the safe transition or exit of students at the end of each program.

- Act as Liaison between program providers, classroom teachers, and other staff coordinators/managers.
- In collaboration with the Project Director complete required program reports, forms, and evaluation documents as required by the grant.

The Program Coordinator will also assume the below responsibilities:

- Develop, advertise, and facilitate a minimum of four after-school or evening programs to promote family engagement.
- Collect, analyze, and provide data on student and family engagement (interest surveys, exit tickets, attendance, etc.) to Program staff coordinators and managers at regular Program meetings for purposes of planning activities that engage ALL students/families.
- Maintain regular contact with students and families engaged in the after school program. Make efforts to engage students/families that are not yet involved.
- Attend scheduled meetings of the After School Program coordinators and managers.
- Increase the quantity/quality of family engagement.
- Act as liaison between program providers and classroom teachers about student/family needs and perceived success of planned programs.
- Complete required program reports, forms, and evaluation documents that pertain to the Family Engagement portion of the Program.

TERMS OF EMPLOYMENT: Durational appointment in line with language in the After School Grant.

EVALUATION: Annually in accordance with the After School Grant.

COMPENSATION: \$7500 for the 2024-2025 school year

July 2024 DL