



AFTER-SCHOOL CARE DIRECTOR

CHARTER SCHOOLS

CHARACTERISTICS OF THE CLASS

Under the general supervision of the building level Principal/Assistant Principal. Is responsible for overseeing and supervising all aspects of the After-School Program.

ACCOUNTABILITY PROCEDURES

The building level Principal will assess the effectiveness of the After-School Coordinator with respect to the performance of specific responsibilities by means of an approved Charter School evaluation form.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Hiring
Screens, interviews, and makes recommendations to the building level Principal/Assistant Principal for filling all after-care positions.
2. Evaluation
Is responsible for assessing all after-school employees with respect to their performance of specific responsibilities by means of an approved Charter School evaluation form. These forms will be shared with the building level Principal/Assistant Principal and their signature will appear on all final evaluation forms.
3. Communication
Will produce aftercare newsletters and make it self-accessible to parents and after-school workers. Serves as a liaison between aftercare program and building level Administrator.
4. Supervision
Administratively supervises the entire aftercare program.
5. Administrative
Hires and trains new personnel, oversees registration of students and collection of fees, orders, supplies, schedules activities, teachers, and room assignments.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein, if such functions are a logical assignment to the position.

REQUIREMENTS

- A. CPR certification required.
- B. Knowledge, Abilities and Skills - Ability to work well with students, parents, and staff.