

FAYETTE COUNTY PUBLIC SCHOOLS

After School Program Assistant Site Coordinator Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School
REPORTS TO:	After School Program Site Coordinator
SALARY SCHEDULE:	Classified Salary Scale
PAY GRADE:	3775

FLSA STATUS:	Non-Exempt
WORK CALENDAR:	185 Days 7.5 Hr/Day
APPROVED (Board):	November 2004
REVISED:	September 2023; September 2022; February 2018

SUMMARY: Actively supervise and interact with kindergarten through fifth grade students enrolled in Fayette County Public School's After School Programs while implementing creative, developmentally appropriate activities and maintaining a safe, enriching environment

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Report to site, as scheduled, to plan and supervise program and staff through observation and interaction
3. Establish and nurture positive, professional relationships/atmosphere with children, families, community, ASP instructors, school hosts and program staff
4. Arrange equipment/materials to transform shared space into developmentally appropriate activity centers
5. Assist in maintaining shared space by keeping it clean and orderly
6. Model appropriate behavior, positive behavior management, and conflict resolution techniques with students, parents, school faculty/staff and administrators
7. Attend meetings and training sessions as directed
8. Maintain student and program confidentiality
9. Exhibit appropriate ethical standards, professional appearance and actively pursue professional growth
10. Comply with all Fayette County Board of Education and After School Program policies and procedures
11. Maintain updated inventory
12. Prepare and submit payroll as directed
13. Prepare ASP class rolls, invoices, and communications
14. Join ratio to supervise student activity centers as directed
15. Plan, order, store, inventory, setup, and serve a variety of USDA approved snacks within the approval and confines of school nutrition program by designated deadlines
16. Fulfill all site coordinator responsibilities in his/her absence
17. Successful completion of a minimum of 25 contact hours of professional learning each year
18. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent
 One year of experience working with school-age children and their families
 Ability to effectively relate to school-age children and their families
 Excellent oral, written and interpersonal communication skills
 Proficiency in administrative technology

Ability to manage student accounts
Ability to efficiently handle and complete multiple tasks simultaneously
Willingness to travel to different program sites as needed

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Ability to tolerate a work environment which includes working outside and prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

At least 21 years of age
Meet the minimum academic requirements and qualifying childcare experience specified by DECAL Rules for Child Care Learning Centers
Three years of experience as a childcare coordinator, assistant, or manager
Excellent knowledge of child development

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.