

## Griffin-Spalding County School System

<b>Title:</b> Floating Elementary After-School Site Coordinator <b>Job Details:</b> Part-Time, Classified (Hourly) <b>Updated:</b> 10/07/2025	<b>Location:</b> School Site <b>Reports To:</b> After-School Program Coordinator/ Executive Director of Student Services <b>Salary Schedule:</b> Hourly
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### **JOB SUMMARY**

The Floating Elementary After-School Site Coordinator provides leadership, coordination, and support across multiple after-school program sites. This position ensures consistent program quality, compliance with district and state regulations, and a safe, engaging environment for students. The Floating Coordinator serves as a substitute or support for Site Coordinators who are absent or in need of assistance and helps maintain smooth program operations across designated schools.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Serve as acting Site Coordinator in the absence of the regularly assigned coordinator.
- Support daily program operations including student supervision, attendance tracking, activity facilitation, and snack distribution.
- Ensure safety procedures, sign-in/sign-out policies, and emergency protocols are followed at all times.
- Collaborate with school administrators, teachers, and staff to ensure alignment between the school-day and after-school programs.
- Provide guidance and support to after-school staff, volunteers, and enrichment providers.
- Assist with program planning, enrichment scheduling, and implementation of academic and recreational activities.
- Monitor student behavior, promote positive discipline, and maintain a respectful, inclusive environment.
- Support data collection, documentation, and reporting requirements (attendance, incidents, lesson plans, etc.).
- Communicate with parents/guardians as needed regarding student participation, behavior, and program updates.
- Participate in professional development, staff meetings, and training as required.
- Perform other related duties as assigned to ensure program quality and consistency across sites.

### **SUPERVISES**

- No Supervisory role

### **MINIMUM QUALIFICATIONS**

- Associate's degree or higher in education, child development, recreation, or a related field (Bachelor's preferred).
- Minimum of two years of experience working with school-age children in an educational, recreational, or after-school setting.
- Experience supervising or coordinating staff preferred.
- Strong interpersonal and communication skills.

**WORK CONDITIONS:**

- Assigned to multiple elementary school sites as needed.
- Requires flexibility in scheduling and travel between school locations.
- Hours typically between 2:00 p.m. and 6:00 p.m. on school days, with occasional meetings or training outside those hours.

**EVALUATION**

- Performance will be evaluated by the supervisor and/or Principal in accordance with job requirements.