



Richardson ISD

POSITION: TEMP ELEMENTARY SITE COORDINATOR – XPLORE AFTER SCHOOL PROGRAM
REPORTS TO: DIRECTOR OF AFTER SCHOOL PROGRAM
PERIOD OF EMPLOYMENT: 20 HRS. PER WEEK

SALARY: **SALARY RANGE: \$25 PER HOUR**

- QUALIFICATIONS:**
- High school diploma required
 - Experience with after school programs preferred
 - Effective written and oral communication skills
 - Ability to positively interact with students, staff, and parents
 - Proficient computer skills and strong organization skills

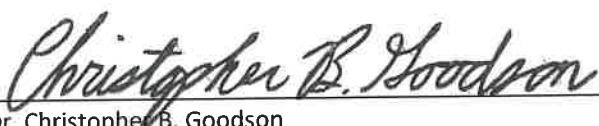
- MAJOR RESPONSIBILITIES:**
- Select, hire, and supervise after school staff
 - Work with the building principal to meet the needs of the campus
 - Maintain appropriate student/teacher ratio
 - Assisst with promotion of the after school program
 - Manage the after school enrollment process
 - Work 30 hours/week
 - Provide after school programming that stimulates and interests student
 - Manage student discipline as needed
 - Communicate effectively with parents, school staff, and community
 - Oversee development, implementation, and coordination of after school program curriculum
 - Manage staff and budget documentation and submit payroll to supervisor
 - Ensure safety of the students and staff
 - Meet deadlines within the district calendar
 - Maintain accurate attendance records and reporting requirements
 - Maintain prompt and regular attendance; must be able to work flexible hours/days
 - Other duties as assigned

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION:UNTIL FILLED

APPROVED:


Dr. Christopher B. Goodson
Assistant Superintendent - Human Resources

DATE: 05/16/2025

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.