



EMPLOYEE NAME: _____

Revised: 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Project LEAP After School Program Coordinator	JOB CODE: A820
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: N/A
DEPARTMENT: Alternative Education	WORK DAYS: N/A
REPORTS TO: Director, Project LEAP ASP	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Supervises the day to day operation of the Project LEAP ASP Program at assigned location; assists with administration of the Summer Program.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree, preferably in education or some other Human Service area
2.	Certification/License Required: None
3.	Experience: 3 to 5 years in working with youth and program supervision
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; supervisory skills; program administration; grant management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises Project LEAP ASP instructors involved in DHS mandated programs, i.e., project-based, apprenticeship, financial literacy, health/fitness, and career/college awareness activities.
3.	Assists the Director with recruitment of instructors.
4.	Assists with the administration of the full-day Summer Program.
5.	Assists Director in ensuring that payroll is submitted in a timely manner.
6.	Coordinates special activities, such as contract mandated field trips.
7.	Ensures that required materials, supplies, and equipment are available for instructors.
8.	Implements appropriate procedures for severe weather, fire, accidents, fights, personnel conflicts, etc.
9.	Implements site safety plan.
10.	Assists with developing salary and supply expenses in accordance with the DHS Contract.
11.	Submits monthly DHS Programmatic Report for assigned location to Director.
12.	Notifies parents when needed and gives accurate information when requested.
13.	Conducts and attends Project LEAP ASP staff meetings at assigned location.
14.	Performs other duties as assigned by appropriate administrator.

This position is funded through the Project LEAP grant and may be eliminated when the funds expire.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____