



EMPLOYEE NAME: \_\_\_\_\_

Created: 8/05 Revised: 3/09; 7/13; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Reach for the Stars ASP Site Coordinator	<b>JOB CODE:</b> A815
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> As Needed
<b>REPORTS TO:</b> Reach For the Stars Program Director	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Works in a team environment with partners, and school and program staff to enhance the Reach for the Stars Program.	

#### REQUIREMENTS:

1.	Educational Level: HS Diploma or GED required; Bachelor’s Degree preferred with emphasis in social work, psychology, or education
2.	Certification/License Required: None; Valid Georgia Teaching Certificate preferred
3.	Experience: 3 years of work experience in social work, education, or youth development.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; strong organizational and interpersonal skills; creativity and flexibility are essential.

***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.	Demonstrates expert knowledge of the Reach for the Stars program policies and procedures.
3.	Works directly with the site level teams to arrange and carry out all student and parent activities.
4.	Conducts interviews with all students in the program.
5.	Works in a team environment with the Program Director to collect student and parent intake information, reviews information daily and weekly with the Program staff, and develops written reports and student recommendations.
6.	Collects and reports on process evaluation progress and delivers reports quarterly to the school council.
7.	Performs supervision, assessment, and observation activities.
8.	Attends meetings, trainings, and parent events.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_