

EMPLOYEE NAME: _____

 Revised: 3/86; 7/86; 8/88; 6/92; 8/92; 1/94; 11/94; 2/97; 7/02; 1/05;
 6/07; 10/12; 7/13; 8/15; 7/17; 6/18; 6/21

JOB DESCRIPTION

POSITION TITLE: ASP Director	JOB CODE: A809
DIVISION: Accountability and Research	SALARY SCHEDULE: ASP Salary Schedule
DEPARTMENT: Alternative Education Programs	WORK DAYS: As needed
REPORTS TO: Principal	PAY GRADE: ASP5
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Provides leadership and coordination for the After School Program.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; Bachelor Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate preferred; Must be certified in CPR and First Aid
3.	Experience: 3 years' experience in education or related field with at least 1year experience in supervising the care of children.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, instructional strategies that connect the curriculum to the learners, student management, computer skills and math aptitude.

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular daily attendance.
2.	Supervises the After-School Program operation and staff.
3.	Oversees and ensures daily snacks and drinks provided are in accordance with the school's ASP program.
4.	Oversees student and instructor activities.
5.	Schedules instructors for each month.
6.	Reviews and approves timesheets and ensures accuracy of payroll.
7.	Plans and schedules enrichment activities and instructors.
8.	Coordinates special activities.
9.	Ensures that required materials, supplies and equipment are available and operational; All technology must be inventoried and accounted for
10.	Communicates with parents as needed.
11.	Conducts and attends After School Program staff meetings.
12.	Works with school secretary to ensure appropriate forms are submitted to Human Resources for new hires and ASP terminations.
13.	Implements site safety plan as directed by the school Principal.
14.	Oversees salary and supply expenses in accordance with the ASP budget.
15.	Reviews ASP Financial Statement monthly with Principal to ensure the program is maintaining minimum required fund balance.
16.	Ensures posting of attendance and payment is accurate and timely.
17.	Approves all registration contracts and assists with the approvals of contract schedule changes and drop-in days.
18.	Retains all ASP financial records according to retention schedule.
19.	Performs additional duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____