

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

HMS After School Program Coordinator

Supervisor: Building Administrator

FLSA Status: Exempt

Employee Group: Certified

Qualifications:

1. Valid Illinois Professional Educator License
2. Demonstrate the ability to work positively with students and staff to enhance the middle school experience for students, staff, and community

Terms of Employment:

- \$5,000 Stipend

Responsibilities:

1. Actively support the mission statement of the school and district
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Analyze data and collaborate with teachers to determine students with the greatest area of need according to various data points such as iReady, PARCC/IAR, AimsWeb, ST Math, Reading Plus, Common Formative Assessments, and student's current grade on standards and Work Habits etc.
2. Organize and schedule students to attend the after school program.
3. Progress monitor the After School Program groups and devise action plans. The action plans determine whether the need to continue intervention, whether the student qualifies for more intensive services, or whether the need for remaining in the After School Program is obsolete.
4. Collect data weekly to determine placement, including missing assignments.
5. Communicate with families throughout the program about student discipline and in the event discipline escalates, the coordinator informs administration so that next steps can be taken.
6. Communicate with families of students who will be participating in the program.
7. Participate in job training and professional growth opportunities in order to enhance

ability to perform the essential functions of the job.

8. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
9. Coordinate transportation for students in the program with office staff and supervisory.
10. Coordinate snack portion of the program with the Foods and Nutrition Services Department.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.