

Job Description

BOARD OF EDUCATION DENVILLE

Job Description: Elementary After School Enrichment Coordinator

Qualifications: Staff Member – administrative skills required

Reports To: Superintendent of Schools or designee

Job Goal: Supervises and coordinates the after school enrichment program at Riverview and Lakeview Schools.

Responsibilities:

- **Posting positions and selection of staff in cooperation with the building principal**
- **Scheduling of staff**
- **Collection of tuition and fees**
- **Ordering supplies (if needed)**
- **Corresponding with parents, creating flyers and marketing program**
- **Corresponding with principals and other school personnel**
- **Providing Superintendent with quarterly updates**
- **Providing Business Administrator with quarterly financial reports**
- **Performing all other duties and responsibilities which are appropriate and necessary to the position as directed by the Superintendent of Schools.**

Terms of Employment: Twelve month stipend position with the rate based on the negotiated fee structure

Evaluation: Performance of this position will be evaluated by the Superintendent of Schools or his designee.

APPROVED: