

Douglas Public Schools

Job Description

The **After School Enrichment Program Coordinator** oversees the After School Enrichment Program and assists the Principal in maintaining compliance with all guidelines in conformance with MA general laws, School Committee policies pertaining to the collection and turnover of funds, purchase orders, expenditures, reimbursements, and reporting requirements.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This is a stipend position. This position is classified as *exempt*.

REPORTING STRUCTURE:

The After School Enrichment Program Coordinator reports to the Principal.

QUALIFICATIONS:

1. Demonstrated ability to maintain compliance with all Town of Douglas and School Committee policies and other procedures as required.

DUTIES:

1. Oversee the planning for the individual after school enrichment classes/activities;
2. Maintain required procedures pertaining to the collection, reporting, and timely turnover of all fees;
3. Obtain approval from the Principal for any expenditures prior to expending any funds, obtain purchase orders as necessary, maintain and turnover all documentation required for reimbursement or payment;
4. Maintain complete and accurate records of collection of all funds;
5. Maintain complete and accurate records of all expenditures;
6. Properly and accurately account for all staff days/hours worked conducting after school classes/activities. Inform the Principal and Business Office immediately if there are any changes from what an instructor's appointment letter states;
7. Reconcile with the Principal or Principal's Administrative Assistant as required;
8. Communicate with Principal or other appropriate administrator regarding any questions or issues;
9. Perform other related tasks as assigned

PHYSICAL WORKING CONDITIONS:

This work is performed after school, with brief periods outside, may be in inclement weather. Work involves moderate physical exertion, such as walking, standing, stooping, kneeling, reaching, and carrying, pushing and pulling equipment and/or supplies, weighing up to 50 pounds; Manual dexterity to assist students and students with physical challenges and possibly wheelchairs; Speech and hearing to give and receive instructions and information.