



CENTRAL LEE COMMUNITY SCHOOL DISTRICT

Employment Opportunity

Hawk's Place Coordinator

Job Description

Under the direct supervision of administration, The Hawk's Place Coordinator is responsible for the development, coordination, and implementation of before-school, after-school, and summer programs. The Coordinator is directly responsible for planning and organizing all academic and enrichment daily activities of Hawks' Place. This individual is also responsible for creating a safe, positive, nurturing, and engaging environment for students in grades K-8 who participate in the program.



Qualifications

- Preferred Bachelor's Degree (minimum Associate's Degree)
- Experience in elementary literacy and math academic programming
- Experience working with elementary aged students
- Be a self-starter and perform the job with little supervision
- Experience leading and supervising staff
- Communicate effectively verbally and in writing
- Ability to follow written and verbal directions
- Ability to prepare, maintain and submit accurate and timely documentation
- Ability to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer

HAWK'S PLACE COORDINATOR

Duties, Responsibilities & Essential Functions

- Develop and plan academic and enrichment activities that align with the program goals into the daily routine
- Assist with training and supervision of associates
- Communicate and coordinate activities with school and community partners
- Recruit and enroll students into the program
- Encourage parent engagement
- Provide a warm and caring atmosphere for participants
- Maintain open communication between Hawks' Place staff and school personnel
- Communicate regularly with the families and community partners
- Maintain a safe and orderly environment for participants
- Submit all written correspondence to building administration for approval prior to distribution
- Maintain records of attendance and sign-in/sign-out sheets
- Attend faculty meetings
- Maintain a positive attitude toward colleagues
- Uphold and enhance the public image of the school district when interacting with the public
- Direct and guide the Hawks' Place leaders in all areas
- Assign daily tasks to the Hawks' Place leaders
- Report any problems that arise with participants, other employees, or the school to the program administrator
- Keep spaces neat and orderly, including the storage room
- Request supplies/snacks from appropriate personnel
- Obtain program supplies
- Follow and enforce district policies and procedures
- Assist with program purchases
- Work closely with staff and other employees and set an example for the staff and participants
- Use good judgment and effective problem-solving skills
- Maintain proper administrative paperwork, including timesheets, attendance sheets, leave request forms, and accident/injury forms

