



POSITION DESCRIPTION

Job Title: Elementary Enrichment Program Coordinator

Reports to: Principal

Schedule: Remote work and onsite approximately 3 days per week from 3-3:45 p.m. at elementary buildings when enrichment programs are running.

Position Summary:

Assists with the planning, delivery, assessment, and ongoing improvement of the SMCS Elementary Enrichment Program.

Essential Job Duties: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential job duties.

- Works with principals to schedule facility usage.
- Maintains open communication with elementary and middle school principals
- Encourages student involvement in program activities. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.
- Responds to requests for information.
- Selects enrichment class leaders and negotiates wage and assures payment.
- Reviews procedures and schedules with enrichment class leaders before the start of the session.
- Works with principals and families to determine types of programs our families are looking for and develops our student's talents.
- Partners with advancement team to promote program through SMCS Facebook, website, family communications, etc.
- Monitors safety concerns.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Assures all who come in contact with children are safe environment compliant.
- Coordinates any needed parent volunteers
- Other duties as requested.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations when involved in the following situations:

- Balancing, bending, lifting, crouching, kneeling, reaching, and standing.
- Exposure to blood-borne pathogens and communicable diseases.
- Lifting, carrying, and moving work-related supplies/equipment.

Skills and Attributes:

- Ability to hold information confidentially.
- Ability to get things done with exceptional attention to details.
- Ability to communicate with principals, families, and enrichment class leaders to assure accurate information is disseminated, issues are resolved effectively by the appropriate person and deadlines are met.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Belief in/commitment to SMCS/SMC philosophy/system, administration, staff, students, and families.
- Ability to weigh the needs of three elementary school communities.

Qualifications:

- Strong belief in Catholic education.
- Excellent organizational skills with ability to coordinate and manage multiple priorities and responsibilities as well as attention to detail.
- Available to work a non-traditional schedule.

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I am able to perform all of the above duties with or without reasonable accommodation.

Print Name: _____

Signature: _____ Date: _____