

North Branford Family Resource Center

North Branford Public Schools

1332 Middletown Ave.

Northford, CT 06472

BEFORE/AFTER SCHOOL COORDINATOR

School-Age Enrichment Program:

10 Month position (School Year only, no summer) 37.5 - 40 hours

Hours 7:00-10:00 am, 1:30-6:00 pm Monday - Friday

Position Summary:

Under the supervision of the Family Resource Center Supervisor, the Before/After School Coordinator will plan, lead and direct activities before and after school for children in grades Pre-K-2 and 3-6. The prospective candidate will assume responsibility for the FRC School-Age Enrichment Program at both Jerome Harrison and Totoket Valley Elementary Schools, ensuring a quality program is run following the guidelines set by the Family Resource Center, North Branford Board of Education and the State of CT.

Essential Functions:

- Work with FRC Supervisor and Teacher Assistants to create a team approach to a high quality school-age enrichment program.
- Plan group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment in accordance with the policies and procedures of the Family Resource Center.
- Adheres to positive guidance policies and supports Assistant Teachers in consistently meeting needs of children in the program.
- Maintain weekly plans that provide children with experiences that build self-esteem, encourages self-reliance and helps each child to function cooperatively in a group.
- Participate with and actively supervises children at all times.
- Confer and maintain a positive relationship with parents and communicate necessary information in a professional manner.
- Responsible for on-going communication with all families through, but not limited to, a monthly newsletter, behavior/incident/accident reports, and any other important information that needs to be provided in order to keep families informed.
- Attend monthly staff meetings, special events or any other after hours events determined by FRC Supervisor.
- Maintain professional growth in accordance to high quality standards by completing required professional development trainings designated by Supervisor.

- Responsible for daily administrative duties which include, but are not limited to;
 - Management and scheduling of site staff
 - Regular site meetings with staff to keep team informed on all program happenings
 - Management and upkeep of children’s files
 - Daily child attendance and data input of all children’s information
 - Management of all children’s health records and regular maintenance of any medication on site.
 - Regular communication with School Principal and office staff for any information regarding children enrolled in program
 - Perform monthly fire/lockdown/evacuation drills
 - Maintain high level of job integrity and professionalism while adhering to ethical code of conduct
 - Upkeep of site environment, keep interesting, safe and clean. Report maintenance and safety concerns to Supervisor, as needed.

Qualifications: Shall have attained one of the following qualification levels:

- Minimum of a School-Age Professional Credential and at least two years of experience working in a School-Age Child Care Program.
- An Associates Degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and two years of experience working in a School-Age Child Care Program.
- Four year college degree in elementary education, recreation, group social work or a related field from a regionally accredited higher education institution.

Interested candidates must possess a genuine interest in working with children as a positive role model. Strong leadership, management and organizational skills are required, in addition to, creativity, flexibility, positive attitude and a willingness to be a part of a team.

APPLICATION PROCEDURE	Applicants should go to the Employment tab on www.northbranfordschools.org to complete an online application.
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