

SOMERSET COUNTY PUBLIC SCHOOLS

7982-A CRISFIELD HIGHWAY • WESTOVER, MD 21871 • TELEPHONE: 410-651-1616

ANNOUNCEMENT OF VACANCY AFTER SCHOOL PROGRAM SITE COORDINATOR (Part-time) August 6, 2008

Salary: \$25/hour Hours: 3:30-6:00

SUMMARY OF DESCRIPTION OF CLASSIFICATION:

An employee in this position under the supervision of the Voyager Project Director is responsible for overseeing day to day operation of the After School Program Site and the staff.

QUALIFICATIONS:

- A. Educational Requirements** – A high school diploma and College diploma in education, social work or related field.
- B. Training and Experience Requirements** – Two years in after school programming including 1 year administrative/management experience. First Aid/CPR – Child Abuse and Neglect (2 clock hours). Minimum age 21.
- C. Continuing Education** – 24 hours annually

DUTIES: Job Responsibilities (Under the direction of the Project Director.)

1. Plan, schedule and teach a balance of activities and the delivery of specific curriculum that will support the physical, emotional, social and intellectual growth of youth.
2. Adhere to the Best Practices Model for After School Programs.
3. Maintain daily lesson plans, attendance records, student information, snack data and other paperwork, as directed.
4. Participate in program evaluation conducted by independent researcher
5. Supervise program staff and community volunteers.
6. Maintain adequate supervision and student staff ratios at all times.
7. Establish and consistently enforce a code of conduct that enhances self discipline, self esteem and student performance.
8. Abide by all health and safety standards
9. Provide opportunities for families to be involved in the program.
10. Attend all required staff training/meetings

APPLICATION PROCEDURE:

Please include the following information with your letter of application:

- general application
- resume
- two (2) letters of references upon request

This information should be sent directly to:

Leo Lawson
Supervisor of Human Resources
Somerset County Public Schools
7982-A Crisfield Highway
Westover, MD 21853
Fax # 410-651-2931
e-mail: l Lawson@somerset.k12.md.us
Website: www.somerset.k12.md.us

An application can be found on the Somerset County Public Schools website.

DEADLINE: Applications and all required documents must be received in the Office of Human Resources by August 29, 2008 **no later than 4:00 p.m.**

“The Somerset County Public School System does not discriminate on the basis of race, sex, age, national origin, religion, or disability in matters affecting employment or in providing access to programs.”