

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**



NOTICE OF NON-CERTIFIED VACANCY

21st Century – After School Program

**Please Post
ASP – 208**

February 13, 2018

Building:	Central Middle School
Position:	After School Program Activities Manager
Qualifications:	
Hours/Times/Calendar:	Monday – Friday 1:45 p.m. – 5:30 p.m.
Effective:	Immediately
Allocation:	1.112.21.6440.1631

APPLICATION PROCEDURE:

Internal Applicants
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., February 23, 2018.***

PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager

External Applicants
Please Apply On-Line on or before **February 23, 2018**

https://hr.phasd.us/Job_List.aspx

Any bids received after the date and time stated above will not be accepted.

*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

After School Program Building Coordinator
(Service Personnel)

SECTION J-52

QUALIFICATIONS

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1. High School Diploma or GED.
 2. Excellent oral, written, organizational and computer skills.
 3. Ability to develop and foster positive relationships with staff.
 4. Experience in supervision of youth activities in a school setting.
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JOB RESPONSIBILITIES

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1. Responsible to the Site Coordinator, Project Coordinator, and Director.
 2. Assist the Site Coordinator in the supervision and coordination of the 21st Century Program.
 3. On-site supervision of After School Program at assigned building to include supervision of student arrivals and departures.
 4. Organize and supervise daily snacks and/or meal and recreational activities.
 5. Perform procedural tasks necessary to administer and evaluate the program.
 6. Liaison between the Site Coordinator and building Principal, 21st ASP staff, students and parents.
 7. Assist in the promotion of programs and activities in the buildings and community.
 8. Assist on student discipline and the enforcement of rules and regulations of the District during program operations.
 9. Perform other duties as assigned.
 10. Possess the ability to plan activities that are age appropriate.
 11. Conducts himself/herself in a professional manner commensurate with his/her position and projects a good public image of the School District in dealing with the community and employee groups.
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SELECTION COMMITTEE

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)

FORM DATA

PHASD FORM NO. AIS-OM-4 Ad. Off. Serv.

July 2009