

Poughkeepsie City School District

Delivering on the promise of a high-quality education

Every scholar. Every day. Every classroom.

Jack Mager – Program Coordinator for Extended Learning Time

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PCSD Extended Learning Time Program Coordinator Duties, Responsibilities, and Qualifications

Program Development and Implementation

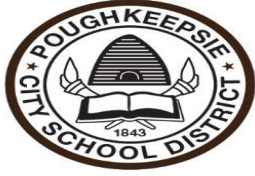
- Build and maintain program performance standards as required by NYSED including recruitment, enrollment, and retention of program participants.
- Work with site supervisors to supervise all programs to ensure program goals and objectives are met.
- Work with site supervisors to ensure that all staff and programmatic activities comply with NYSED and PCSD rules, regulations, policies, and procedures.
- Work with site supervisors to develop and strengthen an after-school and Saturday program of extra-curricular and academic activities for students.
- Work with site supervisors to develop and maintain a schedule for project-based learning, academic, recreational, and extra-curricular activities.
- Facilitate regular after school meetings and trainings with staff.
- Provide ongoing staff development for program staff to increase their skills to achieve program outcomes.
- Build and maintain relationships with program partners and site supervisors, meeting regularly with school administrators and partners.
- Accountable for creating, monitoring, implementing, and evaluating programs.
- Maintain excellent program file and data management.
- Responsible for preparing weekly and monthly deliverables reports.
- Work with evaluation team to conduct program evaluation and performance measurement.
- Facilitate and schedule quarterly Advisory Council meetings.
- Work with site supervisors to ensure safety and supervision of all students.

Recruitment, Coordination, and Collaboration

- Develop student and family outreach, recruitment, and retention plans for extended learning time activities.
- Work with site supervisors to assist to recruit and enroll program participants.
- Identify, train, supervise, and evaluate programs and staff when appropriate.
- Establish and maintain partnerships with community-based organizations.
- Work with site supervisors to coordinate student transportation services.

Communication

- Develop and maintain a high level of communication and positive relationships with staff, administration, and community partners.
- Work with site supervisor to develop and maintain positive parent relations.
- Work with site supervisors to provide program orientation, encourage involvement, and maintain monthly contact with families and schools.
- Oversee all external communication for programs, including development and updates of school website pages for programs.



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Page Two

Compliance Responsibilities

- Oversee facility management, including attendance, snacks, discipline, security, and safety.
- Submit all required documentation and reports on a timely basis.
- Work with site supervisors to create and distribute enrollment forms, emergency contact sheets, and program guidelines to families and school members.
- Work with site supervisors to develop and coordinate evaluation process of after-school program staff.
- Oversee the emergency management procedures during all after-school hours.
- Develop and submit regular reports regarding the status of activities at site.

Qualifications

- Minimum of an SBL/SDL.
- Highly organized, detail oriented with strong time management and a proven ability to prioritize and meet deadlines.
- Excellent communication and interpersonal skills with the ability to maintain professional working relationships with other team members including school personnel, community providers and partners.
- Must be a strategic thinker that is highly resourceful and demonstrate strong leadership and staff coordination skills.
- Must possess the capacity to research and plan activities independently as well as with direction.
- Experience working with at-risk youth.
- Must possess a proficiency working with Microsoft Office Suite and the ability to successfully navigate through the Internet and other applicable software.
- Must have excellent written and verbal communication skills suitable for diverse audiences.
- Experience developing and delivering presentations.
- Ability to work with and engage individuals of diverse backgrounds.