

Laramie County School District #2
Spring 2007

- Title:** Extended Day Coordinator
- Qualifications:**
1. High School Graduate, Associates, or Certified Teacher Preferred
 2. Experience working with Students
- Terms of Employment:**
1. Extra Duty Salary Schedule
 2. After school daily
- Reports to:** Administrator and Special Services Director
- Essential Functions:**
1. Organize the Extended Day program activities
 2. Schedule paraprofessionals, teachers, tutors and volunteers
 3. Recruit volunteers and staff
 4. Purchase necessary supplies
 5. Organize communication with bus garage, parents, administration, teachers, volunteers, and paraprofessionals.
 6. Structure the Extended Day program with meaningful activities.
 7. Organize a tutoring program.
 8. Facilitate the preparation of healthy snacks for the students.
 9. Provide teachers with appropriate materials
 10. Provide appropriate student/adult ratio
 11. Work closely and communicate regularly with Administration
 12. Communicate regularly with Parents
 13. Be available from after school until all students have been picked up
 14. Must be able to work independently
 15. Track budget
 16. Work with school secretary
 17. Coordinate with administrators on effectiveness of program and suggested improvements
 18. Assist with required reporting
 19. Other Duties as assigned