

EASTFORD SCHOOL DISTRICT  
Eastford, Connecticut

**Afterschool Special Program Concierge**  
A component of the Eastford after-school program

QUALIFICATIONS: Demonstrated success in identifying with and relating to students through engaging programs.

REPORTS TO: Eastford Afterschool Project Director/ Program Coordinator

The Eastford afterschool programming is designed to address the following goals:

- A. Increase students' ability to perform at grade level in ELA/Mathematics
- B. Increase students' social-emotional competencies and positive sense of self
- C. Increase students' engagement in "beyond the basics" learning opportunities
- D. Increase family engagement in school

The Special Program Concierge is required to:

- Be available (i.e., not under contract) to assist the Wellness Coordinator from 3:35 PM - 3:50 PM.
- Assist students in washing or sanitizing their hands before snack.
- Assist in the distribution of snacks before an ASP activity begins.
- Assist in taking attendance and organizing students for various programs so they are ready to begin at 3:45 PM.
- Report to the Program Coordinator any concerns or incidents that occur during his/her time on duty.

TERMS OF EMPLOYMENT: Durational appointment in line with language in the After School Grant.

COMPENSATION: One-quarter of your CBA hourly rate, not to exceed \$10.00.

June 2024 cm