

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

Activity/Data Coordinator

A component of the Eastford after-school program

QUALIFICATIONS: Demonstrated success in accurate and timely record keeping
 Demonstrated success in completing reports in a timely manner

REPORTS TO: Eastford After School Project Director/School Principal

Eastford after school 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 Activity/Data Coordinator is required to:

- Disseminate all program announcements to families.
- Maintain communication with the administration of EES.
- Communicate regularly with program providers and classroom teachers.
- In collaboration with the Project Coordinator, develop the monthly calendar of the Eastford after school program.
- In collaboration with the Project Coordinator, disseminate the monthly schedule of the Eastford after school program.
- In collaboration with the Project Coordinator, record attendance of all after school programs associated with the After School Grant and complete all required State-required attendance reports.
- Attend the administrative meetings associated with the Eastford after school program.

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

EVALUATION: Annually in accordance with the After School Grant.

COMPENSATION: \$2800 for the 2025-2026 school year

Oct 2025