

EASTFORD SCHOOL DISTRICT  
Eastford, Connecticut

**After School Program Coordinator**

A component of the Eastford after-school program

QUALIFICATIONS:	Demonstrated success in identifying with and relating to staff, students, and families
	Experience in managing and evaluating small programs
	Experience with staff/program evaluation tools
	Demonstrated success in accurate and timely record-keeping
	Demonstrated success in completing reports promptly
REPORTS TO:	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 enriching learning opportunities
- D. Increase family engagement in school

The Program Coordinator will:

- Oversee and coordinate activities among the Eastford after-school academic, enrichment, and family engagement programs.
- Collect information from students/families.
- Collect and record attendance data, including daily attendance data from the YMCA.
- Evaluate the goals of the after-school programming using evaluation methodologies or tools developed by the team and report findings to the Project Director according to established timelines.
- Advertise the need for programs, meet with and secure providers for a variety of after-school enrichment and academic activities.
- Create templates or flyers and related permission slips associated with academic, wellness, and enrichment programs.
- Create a monthly calendar/schedule of after-school offerings and share information and program updates with stakeholders via the monthly newsletter and other appropriate avenues.
- Develop a system for documenting/cataloging activities and sharing information with other staff coordinators/managers.
- Arrange for supervision of academic and enrichment programs while coordinating with the program providers and the YMCA for the safe transition or exit of students at the end of each program.

- Act as Liaison between program providers, classroom teachers, and other staff coordinators/managers.
- In collaboration with the Project Director, complete required program reports, forms, and evaluation documents as required by the grant.

The Program Coordinator will also assume the following responsibilities:

- Develop, advertise, and facilitate a minimum of four after-school or evening programs to promote family engagement.
- Collect, analyze, and provide data on student and family engagement (interest surveys, exit tickets, attendance, etc.) to Program staff coordinators and managers at regular Program meetings for purposes of planning activities that engage ALL students/families.
- Maintain regular contact with students and families engaged in the after school program. Make efforts to engage students/families that are not yet involved.
- Attend scheduled meetings of the After School Program coordinators and managers.
- Increase the quantity/quality of family engagement.
- Act as liaison between program providers and classroom teachers about student/family needs and perceived success of planned programs.
- Complete required program reports, forms, and evaluation documents that pertain to the Family Engagement portion of the 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:                      \$7120 for the 2025-2026 school year (includes \$300 for each of the 4 family partnership activities)

Oct 2025