

Fentress County After School Program

Site Coordinator

The program site coordinator will interact with students in a respectful and caring manner and will work with other staff members to address the needs of all students. He or she will employ positive techniques to guide student behavior. The site coordinator will also work with staff, family members, volunteers, and partners in a positive manner.

Additionally the site coordinator will fulfill the following obligations:

- Work with the project director to develop a handbook for parents and students, which includes schedule and disciplinary policies.
- Develop and post the program schedule
- Maintain student recruitment and selection records
- Maintain accurate records of student enrollment, attendance, and disciplinary offences
- Keep on file student emergency contact and medical information
- Develop student transportation plan
- Post Emergency Response Plan
- Communicate weekly with parents regarding student progress and behavior
- Communicate regularly with principal and day-school staff
- Communicate to parents and post schedule changes
- Work with staff to develop lesson plans which address pertinent state standards
- Participate in parent, volunteer, and partner meetings
- Develop work schedules
- Attend professional development activities