EMPLOYEE NAME: ____________________________

Revised: 3/86; 7/86; 8/88; 6/92; 8/92; 1/94; 11/94; 2/97; 7/02; 1/05; 6/07; 10/12; 7/13; 8/15; 7/17; 6/18

JOB DESCRIPTION

POSITION TITLE: ASP Director
JOB CODE: A809

DIVISION: Accountability and Research
SALARY SCHEDULE: ASP Salary Schedule

DEPARTMENT: Alternative Education Programs
WORK DAYS: As needed

REPORTS TO: Principal
PAY GRADE: ASP5

FLSA: Non-Exempt
PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Provides leadership and coordination for the After School Program.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required; Bachelor Degree preferred
2. Certification/License Required: Valid Georgia Teaching Certificate preferred; Must be certified in CPR and First Aid
3. Experience: 3 years experience in education or related field with at least 1 year experience in supervising the care of children
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Oral and written communication, instructional strategies that connect the curriculum to the learners, student management

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supervises the After School Program operation and staff.
3. Plans and purchases daily refreshments.
4. Oversees student and instructor activities.
5. Schedules instructors for each month.
6. Reviews and approves timesheets and ensures that payroll is input timely.
7. Plans and schedules enrichment activities and instructors.
8. Coordinates special activities.
9. Ensures that required materials, supplies and equipment are available.
10. Implements appropriate procedures for severe weather, fire, accidents, fights, personnel conflicts, etc.
11. Notifies parents when needed.
12. Conducts and attends After School Program staff meetings.
13. Submits appropriate forms to Human Resources for new personnel.
15. Plans salary and supply expenses in accordance with the ASP budget.
16. Reviews ASP Financial Report monthly with Principal to ensure that program is meeting required fund balance and operating financially healthy.
17. Oversees all posting to ensure that posting is done accurately and daily.
18. Ensures that parents are provided accurate statements when requested.
19. Ensures that all financial source documents are boxed and retained for five-year retention.
20. Performs additional duties as assigned by appropriate administrator.
All envelopes are to be stored in boxes by date received and grouped by deposit. Completed attendance forms are to be filed by date. All files related to cash and attendance adjustments are retained. Signed registration forms and rules are retained.

Signature of Employee ___________________________________________ Date ________________________________

Signature of Supervisor _________________________________________ Date ________________________________