

**Payette School District 21<sup>st</sup> Century After School Program has the following opening for the 2018-2019 school year: After School Site Coordinator – Westside Elementary School**

**Qualifications:**

- High School Diploma or GED
- Experience in working with elementary students in an educational setting
- Ability to plan and coordinate academic, enrichment and recreational activities, and family engagement events
- Demonstrates excellent communication, including phone, skills
- Demonstrates outstanding organizational and computer skills
- Ability to hire and supervise staff
- Ability to work collaboratively in planning, and administering programs and events
- Available to work a split-shift, if necessary

**Job Description:**

This position will oversee the 21st CCLC before and after school program for 4<sup>th</sup> and 5<sup>th</sup> graders on site at the Westside Elementary School. The coordinator will work directly with the program director, school principal, teachers, para-professionals, teaching assistants, volunteers, school staff, and students in the implementation of quality programming which includes academic, enrichment, positive youth development, recreational activities and family engagement events, designed to empower, encourage and educate children and families in our school. This position will oversee daily operations such as scheduling staff, curricular programming, organizing classes, discipline, daily attendance, parent/communication, reporting, and assumes responsibility for the building in the afterschool hours. The coordinator reports to the 21<sup>st</sup> CCLC Program Director.

The position is part time; 18 hours per week. Wage dependent upon experience.

*Internal applicants may submit a letter of interest that outlines your qualifications and ability to complete the job requirements.*

For applications contact: Tammi Griffin 208-642-9366 or e-mail [tagriffin@payetteschools.org](mailto:tagriffin@payetteschools.org) or visit our web page <http://payetteschools.org/district-information/employment-opportunities/> and click on Classified Staff

External candidates need to submit completed application, resume, cover letter and three letters of recommendation to:

Tammi Griffin  
Payette School District  
20 N 12<sup>th</sup> Street  
Payette, ID 83661

or [tagriffin@payetteschools.org](mailto:tagriffin@payetteschools.org)

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws. Positions are open until filled. All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening (if required for the position). Regular attendance is an essential function of this position.