

**Cascadia Elementary After School Coordinator
Job Description September 2022-December 2022**

Background

Cascadia Elementary has contracted with 6crickets to coordinate onsite after school enrichment providers for the Fall 2022 season. 6crickets will provide an online dashboard to track student attendance that providers will use to check students in and out of the programs.

Job Responsibilities

The after school coordinator is a stipend position who will be the point of contact between extra curricular providers, parents, 6crickets dashboard, and the school. The after school coordinator will monitor the dashboard and check in with providers to ensure that all students arrived and departed from the school. If the rare occurrence that a parent is running late, the coordinator will wait with the student until they are safely picked up. The after school coordinator will also help the school monitor students whose parents are delayed in pickup.

Job Expectations

- Coordinate with onsite extra curricular providers, ensuring students arrive to and depart from activities
- Provide supervision for students at pickup, whose caregivers are delayed
- Aid school staff with bus boarding and student tracking
- Triage any questions from providers, parents, and school
- Check for school absence among students participating in afterschool enrichment

A tentative schedule is as follows (Monday - Thursday):

- 2:15pm: Arrive at school, check in with providers at their respective locations
- 2:25pm-2:45pm: Monitor dashboard and check-in with providers to ensure all students have arrived at their activities. Be the point of contact for any students who are confused and help direct them to their extra curricular location. Monitor 6crickets dashboard to make sure all students arrived at their classes and check in with the parents of students who didn't attend.
- 2:45pm-4:00pm: Monitor students who are waiting to be picked up.
- 4:00-4:15pm: Final check in with providers to ensure all students are picked up, monitor 6crickets dashboard, and triage any issues with pickup.

Contract

This contract will cover the time the after school program starts (anticipated Sept 2022) and will end when the after school program ends (anticipated Dec 2022). This is an onsite, in-person position.

The coordinator will provide the services outlined in the Cascadia Elementary After School Coordinator Job Description, subject to mutually agreed upon revisions as necessary.

The stipend for the after school coordinator position will be \$2,000 for the 4 month period of Sept 2022-Dec 2022. The coordinator will submit monthly invoices to the Cascadia PTA Treasurer (treasurer@cascadiapta.org) by the 10th of each month for payment in a timely fashion.

This agreement may be terminated by either party. We mutually agree to give the other party as much

advance notice as possible in order to provide stability for the parents and the coordinator. At the time of termination, the coordinator would receive payment prorated to the percentage of the contract fulfilled.

The After School Coordinator agrees to adhere to the terms of this contract, and to the guidelines for working with children as required by Seattle Public Schools, including obtaining a background check, completing a sexual misconduct training course, and following professional protocols. This person must also hold a valid first aid certification.