21st Job Descriptions

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**Application Process**

Applicants must apply for the desired position via the District Website Portal

Go to <http://www.newburghschools.org/>

>District

>Employment with District

>Scroll down to Internal Postings/Vacancies

>View Posting

>Apply Here

Administrators will make recommendations to the board based on the panel interviews and current standing in the district.

Upon board approval you will be notified by the school administrator.

**All positions are contingent upon enrollment and funding from the 21st Century Learning Community Center Grant. Preference will be given to school employees at specific schools. All are encouraged to apply**

**Administrator Responsibilities (Include but are not limited to:)**

* Apply for the position
* Attend pre-program meetings with the Grant Facilitator
* Read all grant requirements, Program Logic Model and Theory,
* Become familiar with the program mission and goals
* Conduct staff interviews (must be a panel interview with a minimum of three people; A parent representative, administrator, and Grant Facilitator or a district director)
* Create class lists based on enrollment and staff
* Attend quarterly PACT (Program Advisory Council Team) Meetings
* Conduct Staff Professional Development
* Conduct Family orientations
* Ongoing staff recruitment
* Ongoing member recruitment
* Oversee and observe daily programming
* Ensure that a 21st Century bulletin board is created and maintained
* Maintain a Site binder containing all updated programming materials
* Schedule, conduct, and document monthly fire drill
* Schedule and assist with common planning time for teachers (once monthly) complete CPT form
* Observe and monitor staff for program compliance
* Provide support for staff
* Monitor dismissal and (“All clear from bus companies”)
* Attend Saturday trips as necessary
* Procure all necessary rooms for programming use
* Monitor and Inventory program supplies
* Assist with collecting and reporting on data
* Submit weekly checklists
* Plan and assist with End of Session Showcases

**Clerical and Nurse Responsibilities (Include but are not limited to:)**

* Monitor inputting of attendance
* Provide blank sign in sheets daily for staff and check for all required information, initials, and signatures
* Create rosters in Cayen for all activities, sessions, and terms
* Collect and check applications for all required information, contact families to obtain missing information or update information as needed
* Collect data release forms from every family.
* Maintain files for every enrolled child
* Create waiting lists
* Enroll students from waiting lists if/when space becomes available.
* Remove students as needed
* Create, update, and send lists to transportation as needed. Use Code 21ST(School)
* Send welcome letters to families and make follow up phone calls
* Send removal letters to families of children removed from program and make follow up phone calls
* Contact families of children who are absent for two days or more in a row.
* Update Grant Facilitator weekly (via Email) the following information:
  + Number of cancelled program days (if any)
  + Date of fire drill conducted (monthly)
* Copy and distribute field trip and parent university flyers
* Collect all field trip permission forms and create a list of trip participants
* Call families to remind them of the upcoming field trips
* Copy and collect all paper surveys and make follow up phone calls for any outstanding paperwork
* Provide Security with a list of where students are at every term.
* If sharing the position create a system for regular communication with your counterpart(s).
* Answer phones during program time

**Nurse Responsibilities:**

* Follow all federal, state, and district health protocols and procedures
* Complete all required paperwork
* Ensure children with food allergies are supervised during snack.

**Teacher Responsibilities (Include but are not limited to:)**

* Attend monthly common planning time
* Provide a monthly lesson plan
* Have copies of lesson plans which can include lessons provided by i-Ready, Engageny.org, NASA.gov, and/or other sources available in the program site binder as required by the grant.
* Keep a classroom binder for the After-School Academy will be used to keep copies of communication between school and afterschool teachers, copies of lesson plans, meeting agendas, etc.
* Attend Professional Development
* Utilize iReady diagnostic results regularly and use the information to provide homework help and tutoring
* A communication log between afterschool teachers and daytime teachers will be kept in an effort to maximize communication between both sets of teachers and to target specific skills for each student.
* Enrichment teachers will provide copies of weekly lesson plans based on their specialty (PBL, Arts).
* Sign into and out of the program daily.
* Maintain all program bins and supplies
* Provide Social Emotional instruction and support
* Teach enrichment classes as needed
* Provide support to enrichment teachers which includes assisting with discipline and transitions.
* Maintain the 1:10 ratios
* Assist with transitions and dismissal
* Administer and complete surveys required by the grant.
* Supervise children at all times.
* Ensure the health and wellbeing of every child in the program
* Notify administration of any planned and unexpected absences with as much notice as possible
* **Teachers will may be asked to attend and participate in the 4 Saturday Family Fun Trips and one Parent Academy workshop as necessary.**

**Teacher Assistant/ Teacher Aide Responsibilities (Include but are not limited to:)**

* Monitor gathering place and food distribution
  + **Food Distribution:**
  + Follow instructions and protocols provided by food services
  + Complete tally count daily
* Assisting with transitions and dismissal
* ***Assisting Enrichment teachers/artists/coaches with student behavior***
* Taking attendance for community organization teachers
* Participating in all program activities
* Ensuring the health and wellbeing of all students
* Assisting with set up or break down of supplies and equipment as needed

**Security Personnel**

* Sign in and out daily
  + Security will ensure that only parents or persons with written authorization from parents will be allowed to take student from the program. In emergency situations, the parent may give verbal authorization to the program staff. The verbal authorization includes confirmation of identity.
* Unauthorized Pick-Up Procedure
  + It is acceptable if you have written permission from a parent or authorized person OR if you have a phone message taken by the school office from a parent or authorized person.
* Insure the safety of all staff and students
* Monitor visitors and parent pick ups
* Provide support during transitions and dismissal
* Assist with escorting children through the building as necessary