

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
SCHOOL HEALTH PROGRAMS DEPARTMENT  
EXPANDED LEARNING**

**AFTER SCHOOL LEARNING SITE COORDINATOR  
JOB DESCRIPTION**

The After School Learning Site Coordinator will oversee the After School Learning Program, a grant-funded program to provide daily after school academic and enrichment activities for students. The After School Learning Program is funded by the state After School Learning Program (SB 1756) and the federal 21<sup>st</sup> Century Community Learning Centers (Cohort 6). The Site Coordinator does not need to be certificated. The Site Coordinator will be responsible for the following roles and duties:

**1. Provide site-based leadership for the After School Learning Program.**

- Manage day-to-day operations of the program.
- Work full-time as Site Coordinator of the After School Learning Program.
- Be directly supervised by the School Site Administrator.
- Receive general supervision from the Expanded Learning Coordinators of School Health Programs Department.
- Meet biweekly with the School Site Team (Principal, Lead Teacher, and CBO Partner) to coordinate program design, evaluation process, and outreach efforts.
- Work closely with Lead Teacher and School Site Team to:
  - Align activities with regular school day teachers.
  - Coordinate student outreach.
  - Conduct assessments and surveys.
  - Implement evaluation tools.

**2. Develop and implement the After School Learning Program.**

- Organize schedule of academic and enrichment activities.
- Work with SAP/SST to identify students for After School Learning Program.
- Coordinate with all site-based student support services, including Healthy Start, Foster Youth Services, Student Assistance Programs, Student Success Teams, Health Advocates, Healthy School Teams, and Peer Resources.

- Communicate with parents/guardians regarding student progress and performance.

**3. Recruit and coordinate After School Learning staff.**

- Identify, train, and supervise staff to implement academic and enrichment activities
- Oversee teachers, paraprofessionals, volunteers, parent liaisons, and community partners to serve as After School Learning staff.

**4. Provide fiscal management of the After School Learning Program.**

- Oversee budget development and expenditure tracking.
- Work closely with Expanded Learning Coordinators of School Health Programs Department to submit board resolutions.
- Coordinate payment of After School Learning staff, including timesheets and invoices.
- Help design a sustainability plan for After School Learning Program.

**5. Build collaborative partnerships for the After School Learning Program.**

- Attend school staff meetings quarterly to provide information and updates on After School Learning Program.
- Establish and maintain partnerships with community based organizations, public agencies, local universities, city agencies, and other collaborators.

**6. Comply with all district and grant guidelines.**

- Oversee facility management, including attendance, snacks, custodial, classroom, security, safety, and transportation.
- Submit all required documentation on a timely basis, including attendance, snack counts, emergency cards, permission forms, board resolutions, payroll, and surveys.
- Coordinate evaluation process, including surveys of students, staff, and parents.
- Participate in all Expanded Learning meetings, workshops, and activities organized by SHPD.