**BELLEVUE INDEPENDENT SCHOOLS**

**JOB DESCRIPTION**

**POSITION TITLE: Grandview Elementary After-School Grant Coordinator**

**QUALIFICATIONS: High School Diploma or equivalent; Must display initiative, leadership, and organizational skills**

**REPORTS TO: Grandview Elementary Principal**

**ESSENTIAL JOB FUNCTIONS:**

To directly report to the Principal for the development and coordination of all after-school instructional plans (Reading, Math and Writing) as well as iReady testing, coordinating instructional groups, collecting staff timesheets, scheduling staff, any reporting required by the grant and monitoring implementation and program success based on data collected.

**PERFORMANCE RESPONSIBILITIES: *Other duties may be assigned***

* Responsible for monitoring iReady Math online instruction and diagnostic assessment.
  + Ensure that ALL students grades K-5 identified as tier 2 and tier 3 according to MAP as well as any student enrolled in 21st CCLC. Assign and ensure completion of iReady math diagnostic assessments 3x per year for all students enrolled.
  + Communicate data with staff and assist with instructional groupings based on diagnostic results.
  + Assist teachers in determining which lessons to teach in the after-school program.
  + Coordinate and schedule tier 3 intervention time with students who have a yellow or red flag on personalized math instruction if that portion of the program is utilized
  + Assist teachers to complete “data-chats” with students after diagnostic assessments to discuss their growth, goals and next steps
* Communicates progress and assessment results with classroom teacher
* Interprets student data and assists teachers with “next-steps” in the classroom
* Maintains an efficient system of pupil records and reports as well as maintains an accurate system of accounting
* Assist in planning/coordination of math and literacy parent nights
* Develop and maintain a system for communication, articulation, supporting and assisting the instructional staff.
* Develop and maintain a structure for parent communication and involvement for before and after school programs.
* Attend professional development that iReady offers and share with staff and coordinate any professional learning after-school staff may require.
* Monitors, enters and assists teachers with entering intervention data in IC for quarterly data pulls and reporting.
* Create and Maintain and inventory for all materials purchased through the Before and After School Grant
* Ensure materials are gathered and prepared for both tutoring and club portion of after school program
* Create and Complete any Requisitions, Purchase Orders, and Purchases needed for the Before and After School Program
* Coordinate Data with 21st CCLC Site Director to ensure that all students’ needs are met
* Coordinate Schedules for Teachers completing tutoring and clubs for the Before and After School Program
* Maintain and monitor budget for grant

Approved by Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_