

GORHAM SCHOOL DEPARTMENT

TITLE: Evening Enrichment Coordinator

QUALIFICATIONS:

1. Demonstrated excellent customer service skills, problem-solving ability and is able to work independently.
2. Possess basic word processing skills and familiarity with DVD players, LCD projectors and other similar equipment.

REPORTS TO: Director of Adult Education

JOB GOAL: To provide support to enrichment instructors and students.

RESPONSIBILITIES:

1. Coordinates with custodial staff to ensure facilities are ready for classes.
2. Ensures that AV equipment is in place and operational.
3. Prepares informational packets and materials for teachers.
4. Ensure that teachers complete time cards, attendance rosters and course evaluations.
5. Registers and maintains data base.
6. Communicates daily with instructors, students, administrative assistant/director/facilities use scheduler to report problems and concerns and to share feedback regarding classes.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012