

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: ASPIRE Coordinator

REPORTS TO: Family Center/ASPIRE Supervisor

JOB SUMMARY: Performs coordination functions to create a quality after school program that meets student and community needs with the focus on student academic needs.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinates, and offers to students, enrichment and recreational programs, focusing on various skills and strategies for classroom success.
2. Develops informational parent workshops regarding health issues, child development, job training and technology.
3. Recruits and supervises high school community service students, ASPIRE helpers, and parent/community volunteers.
4. Creates and maintains a database with relevant program and student information.
5. Oversees academic intervention programs developed with principals and teachers.
6. Collaborates with community partners, schedule dental van visits for students and secures follow up dental care.
7. Collaborates with community partners to coordinate and offer asthma management education programs.
8. Prepares and distributes monthly activity calendars detailing ASPIRE Programs to be offered.
9. Develops and distributes surveys to students and parents.
10. Purchases supplies and order snacks for students and parent programs.
11. Submits bi-weekly payroll reports.
12. Refers families to appropriate social service agencies.
13. Prepares two bi-annual reports to funding sources.
14. Performs other duties as assigned.

QUALIFICATIONS: Two (2) years experience as a teacher assistant or in human services field. High School diploma necessary. Associates degree preferred. Some experience with social services agencies is preferred.

REQUIREMENTS: Qualified medical examination as per Pennsylvania law. Valid criminal history check, child abuse clearance. Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills and ability to operate various technology equipment and office equipment.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss position; 12 month classification. Cabinet Code – E.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)