



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Explorations Onsite Coordinator*

PURPOSE OF POSITION:

To develop and coordinate after school extracurricular offerings at the three elementary schools and middle school

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Oversee Creative Explorations Classes, Intramurals, and Visual and Performing Arts Programing
2. Conduct needs assessment to determine the type of program(s) to offer
3. Create class course guide and registration forms
4. Advertise all programing options throughout the district
5. Recruit and hire high quality Exploration teachers
6. Track all expenses and revenues associated with the after school programs
7. Update Triton's After School Activities resource page on the district website
8. Update online information and course offerings
9. Manage account payables and revenue generated from Exploration classes

QUALIFICATIONS:

1. High School Diploma, with 2 or 4 Year Degree preferred
2. Prior teaching experience preferred but not required

ATTRIBUTES:

- Committed to the core values of the district
- An unwavering commitment to student success
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented and able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: School Year – Part Time
- Stipend to be negotiated with the Superintendent

HIRING RANGE: \$7,000 - \$11,000

EVALUATION: The performance of this job will be evaluated by the appropriate Administrator in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel.