



B.A.S.I.C. Program Coordinator Job Expectations

- † The B.A.S.I.C. Program Coordinator understands that he or she represents Holy Family Catholic School and St. John Paul II Classical School and works in conjunction with school staff to promote our missions and put our schools in a good light with the school community.
- † Work in conjunction with the building principals when hiring staff members.
- † Drafts a weekly work schedule for all B.A.S.I.C. staff members. Covers for staff members when they cannot be present. Provides the HFS and SJPII offices will a copy of the weekly work schedule.
- † Maintains a binder of emergency contact information for the students enrolled in the B.A.S.I.C. program. Updates the binder as changes are made by parents.
- † Holds and leads monthly staff meetings with B.A.S.I.C. staff. Notifies the building principals and admin assistant of the time and location of all meetings. Consults with HFS and SJPII leadership and office staff for meeting agenda topics.
- † Sets expectations for B.A.S.I.C. classroom behavior for students.
- † Sets expectations for B.A.S.I.C. staff in conjunction with the building principals.
- † Understands that he or she is the main point of contact with parents. Communicates regularly with parents as needed. Is responsible for timely communication with parents. Checks his or her school email at least once daily and responds to all messages (email or otherwise) within 24 hours of contact.
- † Keeps accurate records as related to parent billing. Submits monthly bills to the office admin assistant, who in turn will ensure they are given to parents. All billing **MUST BE** to the school office by fourth Monday of every month for any unpaid balances.
- † Ensures that B.A.S.I.C. classroom is well-supplied with snacks for students enrolled in the afternoon program. Works with the HFS admin assistant to secure a Scrip card to purchase additional snacks as needed.