

## **AFTER SCHOOL PROGRAMMER: ROLE AND RESPONSIBILITIES**

### **Background**

An After School Programmer, reporting to the Principal and Community School Coordinator, will provide quality programs for the students of the community schools.

### **Procedures**

The After School Programmer will have specific responsibilities for:

1. Relationships with Students
  - 1.1 Assist the Community School Coordinator in the preparation of activities for students outside of school hours.
  - 1.2 Demonstrate consideration and respect towards parent volunteers.
  
2. Confidentiality
  - 2.1 At no time should an After School Programmer discuss, in public, information pertaining to employees, students or the operation of the division. An After School Programmer is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.
  
3. Other Duties As Assigned
  - 3.1 Performs other duties and obligations as assigned by the Principal or Community School Coordinator.