

Palouse Schools  
Classified Position Announcement  
In/Out of District

**Opening** Palouse Schools is seeking the following:

***After School / Early Release Activities Coordinator***

The After School Coordinator Position will organize and design the schools after school and early release. The person in this position will coordinate with the school and staff to oversee activities, collect materials, and organize the whole of the program.

- Mon-Thursday – After school 15-25 students
- Wednesday (130-315) – Elementary and will have staff support available to help

Monday thru Thursday (10 hrs a week)

- Monday, Tuesday, Thursday (3:00 – 5:00)
- Wednesday (1:15 – 5:00)

Start Date – Immediately

- No program 1<sup>st</sup> / Last week of school year
- No program Thanksgiving and Christmas Breaks / Spring Break
- No program - Non School Days

**Qualifications**

- AA degree or higher OR proof of PRAXIS completion
- Excellent communication skills with students, staff, parents, administrators, and community.
- Ability to collaborate as a team member.
- Excellent organization and record keeping
- Applicants must be able to lift 50 pounds and be on their feet during the scheduled day.
- Must complete WSP/OSPI fingerprint requirements.

**Salary and Benefits**

Salary: 7,000 yrly (Adjusted to meet start date)

Benefits: Sick Leave; Personal Day(s)

Other: Snacks and Materials provided

- Budgeted

**Application Procedure**

A letter of interest should be submitted to: Mike Jones, Palouse School District  
600 E. Alder  
Palouse, WA 99161  
[mjones@garpal.net](mailto:mjones@garpal.net)

**Employment Information**

*Successful candidate must complete a Washington State Patrol/FBI fingerprint background check. Garfield and Palouse School Districts are affirmative action, equal opportunity employers. Employees of Garfield and Palouse must abide by all districts' policies, including maintaining a smoke and tobacco-free work environment and drug-free workplace. Successful candidate must complete a Washington State Patrol/FBI fingerprint background check. Garfield and Palouse School Districts are affirmative action, equal opportunity employers. Employees of Garfield and Palouse must abide by all districts' policies, including maintaining a smoke and tobacco-free work environment and drug-free workplace. Garfield and Palouse School Districts do not discriminate on the basis of sex, race, creed, religion, color, national origin, sexual orientation including gender expression or identity, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or age and provides equal access to the Boy Scouts and other designated youth groups.*