



# After School Enrichment Program

## Contract and Paperwork Manager

**Purpose:** To manage the paperwork submitted by ASEP teachers and parents.

**Prerequisite/Requirement:** Strong organization skills recommended. Experience with Google Docs or Excel. Strong computer skills recommended.

**Job Description:** Throughout the school year, there are two 12-week sessions of after-school classes offered on a fee basis for Ocean Shore students. The ASEP Contract and Paperwork coordinator is responsible for creating and managing contracts with the teachers, obtaining all required paperwork from teachers and parents. This position can be combined with the ASEP Room Coordinator. Training available for this position.

### Job Responsibilities

- Update contracts for ASEP teachers.
- Collect and organize (using google docs) TB test results, vaccination records, livescan, insurance and parent signed waivers.

Provide ASEP Room Coordinator access to relevant documents.

**Financial Responsibility:** None

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** 16                      **Reports to:** ASEP Program Coordinator, Principal, PTO President

**Selection Process:** Appointed - this position will be filled by the PTO Executive Board appointment. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

**Term:** August 15 to June 30

Candidates

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**Revised 5/23**

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