

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Extended Day Child Care and Enrichment Program

QUALIFICATIONS

- Master's Degree or higher with emphasis in personnel management or business related field preferred.
- Bachelor's Degree required.
- Five (5) years of successful teaching and/or professional experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of development of elementary age appropriate curriculum.
- Knowledge of staff performance reviews and objective setting.
- Knowledge of budget operation.
- Knowledge of program/process management and improvement principles.
- Knowledge of computer applications as they apply to specific work duties.

SUPERVISION

REPORTS TO Executive Director of Elementary Education
SUPERVISES Assigned Extended Day Personnel

POSITION GOAL

To develop and manage a sound Extended Day Child Care and Enrichment Program for Seminole County Public School students.

PERFORMANCE RESPONSIBILITIES

1. * Oversee monetary and human resources for the childcare and enrichment programs.
2. * Assist with the responsibility of developing skills and learning activities.
3. * Develop curriculum for childcare and summer camps.
4. * Serve as a liaison between the District and the schools.
5. * Organize curriculum materials for effective use.
6. * Assist with the development and use of the budget.
7. * Hire appropriate staff to facilitate the program at individual sites.
8. * Inform administrative personnel about program activities through regular meetings.
9. * Regularly attend, on a rotating basis, childcare and enrichment programs for the purposes of observation, evaluation and guidance.
10. * Facilitate regular meetings with program staff to assess progress and to allocate program tasks.
11. * Review program curriculum annually.
12. * Evaluate program activities through surveys, including evaluation ratings by participants, and similar tools.
13. * Keep professional skills and knowledge updated.
14. * Demonstrate positive interpersonal relationships with staff, students and the community.
15. * Coordinate the development and submission of all necessary reports and records for the program and ensure that specified timelines are met.
16. * Assist schools in the development and implementation of school wide projects.
17. * Effectively communicate, orally and in writing, necessary information and ideas to staff, students and parents.
18. Perform other duties as assigned by the Executive Director of Elementary Education.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE
AO-10-F \$61,532- \$94,387
 District Salary Schedule
 Months 12
 Annual Days 258
 Weekly Hours 37.5
 Annual Hours 1935

POSITION CODES
 PeopleSoft Position TBD
 Personnel Category 12
 EEO-5 Line 44
 Function Vary
 Job Code 1315
 Survey Code 91030

FLSA
 Applicable
 Not applicable

BOARD APPROVED
November 19, 2013
 Previous Board Approval October 24, 2000

ADA Information Provided by Beth Sharpe
 Position Description Prepared by Beth Sharpe