

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FACILITATOR, Extended Day Care

QUALIFICATIONS

- Certification in administration and supervision.
- Five (5) years of successful teaching/work related experience.
- Knowledge of development of elementary age appropriate curriculum.
- Knowledge of budget operation.

REPORTS TO Executive Director for Elementary Education

SUPERVISES No supervisory duties

POSITION GOAL

To develop and manage a sound Extended Day Program for Seminole County Public Schools students.

PERFORMANCE RESPONSIBILITIES

1. * Facilitate the establishment and oversight of program activities.
2. * Assist with the responsibility of developing skills and learning activities.
3. * Assist with the area of curriculum development.
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. * Inventory, select, and order all supplies and equipment for the Extended Day Program.
9. * Inform administrative personnel about program activities through regular meetings.
10. * Collect data and submit accurate reports, when requested.
11. * Manage monetary and human resources within the program.
12. * Facilitate regular meetings with program staff to assess progress and to allocate program tasks.
13. * Review program curriculum annually.
14. * Keep professional skills and knowledge updated.
15. Perform other duties as assigned by the Executive Director of Elementary Education.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-08-E \$61,556 - \$94,429
M11 D-221 H-1657.50

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **12**
EEO-5 Line **43**

ADA CODES

Function **6300**
Survey Code **63009**
Job Code **1326**
2 **Medium Work**
3 **A-C / F-G / L-Q / TV**
4 **None**

BOARD APPROVED

March 18, 1997