

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, KidZone and Beyond

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Bachelor's Degree preferred.
- Three (3) years' experience in child care, including two (2) years' experience in child care supervision.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of administrative computer applications as related to departmental job functions.
- Effectively plan, prioritize, organize, and schedule work to meet established time line.
- Manage conflict in a positive and productive manner.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in human interaction and conflict management.
- Ability to effectively communicate with personnel at all levels within the school system, as well as the business community.

#### SUPERVISION

**REPORTS TO** Director, KidZone and Beyond  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

*To provide support in the operation of the KidZone and Beyond Department.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Assist with summer field trip processes and related issues.
2. \*Assist with the process and training of Health Services.
3. \*Assist with the school readiness contract.
4. \*Assist with account management and fee collection.
5. \*Assist with recruitment and hiring process.
6. \*Collect, tabulate, and report data necessary to the operation of the KidZone and Beyond Department.
7. \*Purchase supplies for summer programs and prepare the materials for dissemination.
8. \*Revise the annual parent handbook.
9. \*Assist with the Dining Services process and staff training.
10. \*Perform site coverage responsibilities, as needed.
11. \*Respond to all information requests.
12. \*Analyze student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
13. \*Participate in activities with community stakeholders and/or professional services personnel for the purpose of promoting positive relations and enhancing related educational services.
14. Perform other duties as assigned by the Director, KidZone and Beyond.

\*Denotes essential job function/ADA

#### EQUIPMENT / MATERIALS

Standard office equipment

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## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## 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.  
**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** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-C \$36,357 - \$63,066**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function 6300  
Job Code 12 mo 2072  
Job Code 10 mo 2075  
Survey Code 63090

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

May 9, 2017

ADA Information Provided by Marian Anderson-Cummings  
Position Description Prepared by Marian Anderson-Cummings

### C-C2 \$27,620 - \$47,906

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470