

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Site Coordinator

**Pay Table:** Support

**Pay Grade:** 7

**FLSA Status:** Non-Exempt

**Job Code:** 845

**Reports to:** Principal

### **JOB SUMMARY**

Under direction of the Principal, the Site Coordinator organizes and administers after-school program for at-risk children. Coordinates and participates in treatment plans for at-risk families.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares agenda for case management team meeting and assists with coordination of committee (committee includes principal, Division of Family Services social worker, Self Sufficiency Worker, Nurse, parent, teacher, Project Pride Grand Coordinator, etc.)
- Prepares, manages and monitors site budget, under general direction of case management team.
- Coordinates community services for participating families (Consults with families at school and in homes, contacts social service agencies for assistance as required, meets with teachers to consult and coordinate assistance for students, etc.)
- Meets with teachers, parents and students to discuss and resolve student's behavioral and academic problems.
- Assists with homework.
- Monitors attendance, sign in/out sheets and snack records.
- Plans curriculum for student after school program.
- Assigns or teaches after school classes. Arranges fieldtrips. Supervises afterschool aides and university interns, coordinates volunteer assistants.
- Clears building requirements with custodians and gets building keys if necessary.
- Purchases supplies, records expenditures and files receipts (refreshments, arts and crafts supplies, purchases for participating families). Requires use of personal automobile.
- Collects parent funds and submits deposits.
- Processes site payroll and submits receipts and form for site expenditures reimbursement.
- Sets up and cleans up for afterschool and family night.

- Attends site coordinators meeting and clinical meetings.
- Plans and presents family night (each 4 to 6 weeks). Prepares dinners or refreshments, arranges activities, etc.)
- Prepares and maintains student files.
- Maintains anecdotal records on participating students (in file)
- Prepares service summary reports and tracking reports for State evaluation.
- Collects student permissions from parents.
- Collects student referrals from teachers.
- Prepares and distributes monthly activity calendar and newsletter.
- Maintains and purchases materials for parent library.
- Maintains count of snacks served at afterschool and prepares monthly report for submission to school foods unit manager.

### **MINIMUM REQUIREMENTS**

- High School graduation or equivalent education or experience.
- Post high school education/training in related area desirable.
- One (1) year of volunteer or professional experience in working with children.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability in working with children.
- Some computer knowledge helpful.
- Strong interpersonal skills.
- Ability/experience required to independently organize and coordinate program.
- Ability to accept payments.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*