



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> School Age Care/Facilities Program Coordinator	<b>Department:</b> Community Education and Communications	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Director of Community Services & Communications	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Exempt

**Job Summary:**

Under the direction of the Director of Community Services & Communications, the School Age Care/Facilities Program Coordinator is responsible for daily supervision and operations of the school aged care program. The SAC program helps parents in the community meet their child care needs. Duties include the supervision and evaluation of all program staff; development of school aged services and programs; the marketing of its programs/services; the implementation and evaluation of program activities and objectives; monitoring programs activities and functions to assure compliance with district policies, laws or guidelines pertaining to program activities/functions. As the Facilities Coordinator, this position is also responsible for managing all facilities and park reservations, the scheduling of rentals, and providing customer service.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, supervises, schedules and coordinates personnel issues and needs for all school aged programs.
  - a) Recruits, hires, trains and orients new SAC program personnel.
  - b) Supervises, directs and monitors daily activities of all program staff.
  - c) Evaluates and assesses the performance of staff.
  - d) Plans and coordinates staff development, in-services and training opportunities for program staff.
- Evaluates SAC programs, program activities and recommends changes in programming.
  - a) Evaluates, monitors and determines the need to improve or enhance program operations, procedures or services.
  - b) Makes observations, discusses issues with staff, and researches best practices in the field of school aged care services.
  - c) Coordinates and assists in the registration of all community education classes/programs and addresses questions and performs help desk functions.
- Schedules and implements district operations and procedures for the scheduling of district facilities for various school and community groups.
  - a) Issues permits, coordinates the billing and monitoring of payments for facility use.
  - b) Makes arrangements for building supervisors to monitor facility use and provide assistance to groups as needed.
  - c) Periodically spot checks evening and weekend use of facilities to ensure proper use and staffing of facilities.
  - d) Communicates facility use schedules and calendars to appropriate individuals across the district that need to be informed and aware of facility use schedules.
  - e) Deals with customers in resolving any conflicts or issues pertaining to equipment, scheduling conflicts, etc.

Establishes facility use contracts/billing contracts and fees.

- Promotes, markets and performs a variety of public relations activities and functions associated with assigned programs.
  - a) Prepares, assembles and publishes program offerings through program catalogs.
  - b) Promotes and markets programs through websites, social media, email, news articles, press releases, program brochures and flyers, etc.
  - c) Facilitates communications among staff and provides leadership in cooperation and successful integration of volunteers.
  - d) Assists the Director in the development of relationships and strategies for collaboration with and partnership between district residents, civic organizations and the business community.
- Recommends, administers and monitors program budgets.
  - a) Administers expenditures to maintain a balanced budget.
  - b) Purchases and or approves the purchase of supplies and equipment for the program and maintains appropriate inventories.
  - c) Monitors payments for all programs and collects the tuition for all accounts in arrears.
  - d) Seeks alternative funding sources to help support the programs and needs of the programs. Prepares grant applications and engages in fundraising activities and events, if available.
- Performs various public relations activities to promote school aged programs, facility usage and services. Prepares publicity and promotional materials for the program. Utilizes various media and technology to promote the program (e.g. newsletters, radio, web, articles, etc.).
- Performs other duties of a comparable level or type, as required.
  - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
  - b) Keeps abreast of changing developments, trends, and technologies within the field.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Lead Teacher	1
<b>TOTAL</b>		1
<b>INDIRECT SUPERVISION:</b>		
<b>Number of employees indirectly supervised:</b>		<b>Total:</b>
Assistant Teachers		9
Aides		
Food Service/Kitchen		
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b>	
	Valid MN driver's license or evidence of equivalent mobility. CPR, First Aid, CPI and Blood Borne Pathogen Certification/Training.	

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>		
	less than high school diploma	Bachelor's Degree		
	High school diploma or GED.	<b>Major field of study or degree emphasis:</b> Community Education, Child Development, Recreation, or closely related area.		
	1 year college			2 years college
	3 years college			x 4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming.</li> <li>• Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.</li> <li>• Knowledge of practices, trends and techniques in school aged child care programming, instruction, and services relevant to ages of program participants.</li> <li>• Fundamentals of supervision and supervisory techniques.</li> <li>• Knowledge of relevant laws, rules, regulations or guidelines pertaining to school aged care programs, operations, and safety requirements.</li> <li>• Knowledge of relevant district administrative policies and procedures.</li> <li>• Fundamentals of child guidance methods and child management strategies.</li> <li>• Knowledge of techniques, methods and procedures utilized in planning, implementing and evaluating school aged child care programs.</li> <li>• Fundamentals of budget monitoring, grant writing, community resources, and community relations/involvement procedures and methods.</li> <li>• Fundamentals of basic accounting and their application and use in facility use billing and collection.</li> <li>• District policies and procedures pertaining to facility use and scheduling.</li> <li>• Knowledge of registration processes and procedures of the department.</li> </ul>		
	2nd year graduate level			

**Required Work Experience in Addition to Formal Education/Training:**  
Requires a minimum of 3 years experience planning and implementing community education programming and services.

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Managing, delegating, monitoring, evaluating, and training staff directly or through assigned lead personnel.</li> </ul>
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- Planning and implementing new programs and services.
- Conducting public relations and community involvement activities in promoting and informing the public about program activities and functions and in assessing the needs of the community through advisory committee participation and assistance.
- Creating catalogs, brochures, flyers or other communication materials to promote the services of the program/department.
- Performing administrative activities and functions required of the program such as monitoring program expenditures/revenues; locating and applying for grants; preparing departmental reports; coordinating the preparation of department records, files and program materials.
- Assessing and evaluating program objectives and conducting need assessments.
- Dealing with children, staff, parents, administrators and other educational professionals over school aged child care programming issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.
- Advising and making recommendations to district administrators or committees concerning changes and needs of the SAC program.
- Customer service, business etiquette, and human relations skills in assisting, screening, handling and dealing with informational requests of both district staff and the public.
- Organizing, coordinating and monitoring facility scheduling, activities and functions of a program area consistent with established procedures, rules and policies.
- Prioritizing work and office organizational functions.
- Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with district policies and administrative rules.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

Duties associated with the position are generally supervisory and administrative in nature involving minimal exposure to disagreeable environmental or physical hazards or risks.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.



## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 4/2015 by BCC; Updated 6/2015