



Coordinator of Extra Curricular Programs

DEFINITION:

Under the supervision of the Assistant Superintendent of Educational Services, coordinates, and manages the Enrichment and Extended Day Care Programs in a manner that contributes to the growth and development of students.

DUTIES:

- Recruit, mentor, and provided professional development for ASPIRE staff
- Conduct Monthly Professional Development with ASPIRE Site Lead Personnel
- Facilitate dialogue with principals, teachers, and district staff in relation to meeting the needs of ASPIRE students
- Identify and resolve conflicts involving parents, students, and staff
- Plan and Coordinate Intercession Programs
- Conduct Weekly Site Visits to provide feedback and coaching to all ASPIRE staff
- Build and maintain partnerships with local agencies and community organizations
- Facilitate partnerships with enrichment vendors
- Conduct regular evaluations of all staff
- Meet regularly the Asst. Superintendent of Ed Services to reflect on goals
- Supervises the record keeping for the program that is required by the District, such as personnel evaluation, program evaluation, records of students attendance, requisitions, inventories, staff attendance, program budgets; and performs other related work as assigned.

EMPLOYMENT STANDARDS:

Knowledge of

- general concepts of child development and child behavior characteristics
- student behavior management techniques and strategies
- correct English usage, spelling, grammar, punctuation and arithmetic
- simple record keeping and record management
- basic first aid principles
- principles of effective supervision

Ability to

- understand and carry out oral and written directions
- communicate satisfactorily in oral and written form
- demonstrate an understanding, patient, warm and receptive attitude toward children
- learn and utilize simple methods and procedures to be followed in a day care setting
- establish and maintain a cooperative and effective working relationship with children and adults
- recruit creative child care personnel and implement creative child care programs

Experience

- one year of paid or voluntary experience working with children in an educational or child care setting
- experience with developing and/or supervising an enrichment program

Education

- A.A. degree in child development, B.A. in education preferable.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to move or lift boxes, materials or equipment typically found in elementary school classrooms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.