

CARE SITE COORDINATOR

Classification: Instructional – School Based

Location: Assigned Dept.

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for site coordinator positions with similar duties, responsibilities, classification and compensation. Site coordinators assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The incumbent performs a variety of functions to implement and oversee the daily operations of a CARE program site in collaboration with the CARE Program Coordinator.

Part II: Supervision and Controls over the Work:

Works under the supervision of a district administrator and under the daily direction of the CARE Program Coordinator. Responsible for being knowledgeable with district policies and procedures and state statutes and guidelines which govern program operations.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Enforces the policies, rules, and regulations of the extended day program as approved by the Community Services Department and the School Board.
2. Works cooperatively with the CARE Program Coordinator in supervising, planning, scheduling, and evaluating CARE assistants and volunteers. This includes scheduling subs as needed.
3. Develops and implements daily programs and activities for age-appropriate groups of children which include a mixture of enrichment classes and recreational activities for social, emotional, educational and physical development. Includes planning for field outings and assuring safety and accountability of children and CARE assistants.
4. Responsible for maintaining up to date program records including daily attendance, meal counts, incident forms, behavior forms, activity schedules and other records.

5. Collaborates with the Program Coordinator on safety and emergency preparedness. Coordinates and documents emergency drills in accordance with program policies and guidelines.
6. Responds to questions and inquiries from staff and parents regarding care practices and procedures from an informed knowledge base. Interprets and applies written instructions from parents.
7. Completes timely written documentation of behavior concerns, minor injuries or other child and documentation in accordance with program policies and guidelines.
8. Assists the Program Coordinator with communication and tracking of program billing. Accepts payments, follows district money handling policies and guidelines. Submits receipts, checks and billing records to the Program Coordinator in accordance with policy.
9. Determines supplies and equipment required for program support and oversees the purchasing, correct accounting and use of such items.
10. Maintains an orderly arrangement, appearance, and décor of the extended day facility.
11. Assures the safety and well-being of enrolled children. Takes appropriate steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations.
12. Provides limited first aid when necessary. Assesses injury to determine whether nursing care is needed. Maintains knowledge of students that may have medical concerns to remain aware of potentially dangerous situations for their individual condition.
13. When communicating with students, parents, community members and other staff members, exercises discretion and assures protection of student confidentiality consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
14. Keeps accurate and complete records of staff hours and time cards.
15. Informs CARE Program Coordinator of problems, concerns or when conferences with parents are warranted.
16. Implements program evaluation measures and strategies for continuous improvement.
17. Attends program staff meetings and required trainings.
18. Collaborates and communicates with school staff and administration on space usage, program communication, emergency planning and child concerns.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Must be 18 years old and have graduated from high school.
- Possess a valid driver license.
- Must have successfully completed two years of education, in education, early childhood development, physical education, or recreation, or other related field.
- Must have two years of successful experience in a supervisory capacity with children in a group setting.
- Required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
- Ability to work in an environment with frequent interruptions and changing tasks and priorities.
- Ability to assist, console, and manage students who may be emotional, distraught, or frustrated.
- Ability to remain calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.
- Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
- Must be or become knowledgeable and supportive of behavior management procedures.
- Ability to organize work and set priorities for accomplishing work in a timely and effective manner.
- Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Ability to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.

- Must be skilled in the use of office and computer equipment and use standard office software and student information system software.
- Must demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

Part V: Desired Qualifications.

- Bilingual and bicultural skills in common languages representative of the District, such as Spanish, Korean, Russian and Vietnamese (to be determined by the specific position).

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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.

- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee is occasionally exposed to outdoor weather to include wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.