

TITLE: **GAP Site Coordinator**

QUALIFICATIONS: Have knowledge and experience of principles and practices pertaining to a childcare program.
Must be certified in pediatric CPR and pediatric first aid
Must have a Criminal Background Check completed with Idaho Department of Health and Welfare
Upon employment, Post Falls School District will cover the cost of above mentioned certifications and background check.

REPORTS TO: Director of the GAP Program

JOB GOAL: To provide students with various activities in a professional and positive classroom environment with monitored play and organized daily activities.

POSITIONS RESPONSIBILITIES (to include):

1. Keeps GAP office informed about the status of site enrollment, attendance, and procedures regarding accountability of children.
2. Plans and implements daily activities for groups of children ages 5-11 that provide physical, social, educational and emotional development.
3. Shares the responsibility with other GAP Site Coordinator to develop and share monthly STEM-related lessons.
4. Plans and develops activities for SOGO days as requested by the GAP Director.
5. Serves afternoon snacks that are provided through the Child Nutrition Program and maintains related reporting paperwork.
6. Maintains accurate and current information on each student regarding schedules, medical emergency information, responsible parties the children are permitted to leave with, and other pertinent information necessary for the safety of the children.
7. Supervises, communicates, teaches and directs the activities of the GAP Assistants.
8. Guides children in working and playing harmoniously with others.
9. Alerts the GAP Program Director about the needs of individual children.
10. Adheres to the GAP Staff Handbook.
11. Relates positively with parents, staff, students and administration at all times.
12. Maintains a friendly, professional attitude.
13. Serves as a positive role model for students.
14. Maintains student, employee and school confidentiality.
15. Performs other duties as assigned by the supervisor.

ESSENTIAL FUNCTIONS – required with or without a reasonable accommodation:

- Regular and predictable attendance.
- Effective communication capabilities to discern verbal conversation.
- Comprehend the meaning of words and respond effectively.
- Visual acuity to observe and manage students' behavior / activities.
- Manual dexterity to physically prevent a student from harming self and/or others in an emergency.
- Personal mobility, flexibility and balance which permits the employee to work in a school environment.
- Job tasks require continual standing, walking and working outside in all types of weather.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will.” The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal’s office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent. This is a Category C position on the Classified salary schedule.

EVALUATION:

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability

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