

Job Title: **BASE Programs Coordinator**
 Job Family: **BASE & After School Programs**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1065**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G21**

SUMMARY: Supports the Before and After School Enrichment (BASE) department and personnel by providing varied and complex support in the following areas: system administration, office support, office administration, direction/guidance, BASE site operations, customer service, payroll, and licensing. Assists department administration with creating, training, and supervision of department processes and policies. Responsible for ensuring that BASE programs observe and comply with state, federal, local and district regulations. Provides customer service to both internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Performs customer service and clerical duties including answers routine calls, responding to emails, scheduling meetings and taking meeting notes as needed. Provide technical support with department reporting systems and technology. Run and distribute weekly credit card reports to each BASE site. Assist with developing, implementing, and monitoring specific departmental initiatives and special events. Create and maintain databases, spreadsheets, and documents for the BASE department. Advise Site Directors on pricing availability and sources for materials and supplies. Place purchase orders. Assist in BASE program enrollment, hiring and training.	D	35%
2. Effectively implement and administer current Colorado Department of Human Services (CDHS) Rules Regulating School-Aged Care regulations, policies, and practices regarding childcare programs. Create, validate and submit timely state, department, and other reports as necessary. Monitor assigned sites for compliance with CDHS School-Aged Care regulations including, but not limited to, child to staff ratios, staff files, background checks, building and playground safety compliance, staff adherence to position qualifications and training hours, including first aid, CPR, and medication administration and delegation.	W	25%
3. Collaborate with department, school administration and district personnel to determine the best course of action to assist with student success in BASE. Attend parent and school meetings as needed. Assist and serve on District committee and project teams as needed.	D	15%
4. Implement, train, and monitor uniform program quality for BASE program locations. Analyze productivity practices to ensure efficiencies; audit billing and payments, CCAP billing, and miscellaneous fees charged to individual accounts to ensure compliance with state, county, district and department policies, practices, and procedures. Suggest and implement corrections as necessary.	W	10%
5. Hire, train, evaluate, mentor and provide direction to support staff.	D	5%
6. Work with the BASE administrative and school special education teams to develop accommodations for BASE students on IEP's and Section 504 plans. Monitor safe food handling procedures for snack and kitchen equipment practices. Work with Nutrition Services Department staff to implement meal program access and special diets and allergen information for BASE students.	W	5%
7. Keep current on best practices by attending conferences, professional development courses, reading periodicals and trade publications.	D	5%
8. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Must be at least 21 years old.
- Bachelor's degree from an accredited college/university in childcare or a related field preferred.
- Three (3) years of supervisory experience in a childcare setting required.
- Any equivalent combination of education, training, and experience may be considered.
- Must meet or exceed the education and experience requirements for a School-Age Child Care Center Program Director as established by the Colorado Department of Human Services:
 - Four-year college degree with a major in recreation; education with specialty in art, elementary or early childhood education; or a subject in the human service field. Copy of transcript required.
 - OR Two years of college training and 6 months (910 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of four or more children. Copy of transcript/certificate and employer letter outlining employment verification.
 - OR Three years (5460 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of 4 or more children and completion of 6 semester hours or 9 quarter hours or 40 clock hours of training in course work applicable to school age children within the first 9 months of employment. Copy of transcript/certificate and employer letter outlining employment verification.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must obtain and maintain the CDHS required training hours for School-Aged care.
- Member of National Afterschool Association, BOOST and/or Afterschool Alliance preferred.
- CPR, First Aid and Universal Precautions certifications required within 90 days after entering position.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.
- Must complete applicable BASE employee trainings within one (1) month of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations and into the community.
- Critical thinking and problem solving skills.
- Knowledge of district financial accounting systems.
- Excellent computation skills.
- Excellent analytical skills.
- Proven leadership and supervisory skills.
- Strong verbal and written communication skills.
- Ability to respond to department emergencies and be on call as needed, including nights and weekends.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, etc. required within (1) month after entering position.
- Operating knowledge of district information technology systems, including the financial accounting system, and any other department specific software and equipment required within (3) months after entering position.
- Knowledge of Microsoft Office products and Google applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	BASE Operations Manager	3002

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	BASE Site Director	2	1052

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training, and evaluating.
- Active role in the budget process and monthly forecasting.
- Monitor budget accounts to ensure expenses do not exceed budgeted amounts.
- Initiates requisition orders.
- Maintains and monitors supplies, inventories, and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	