

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Assistant Kids Play Coordinator	Community Education and Services	Kids Play Coordinator
JOB SUMMARY: Oversees the daily operation of the Kids Play Program		
QUALIFICATIONS: Two years post secondary education; knowledge and experience in school aged childcare; experience in supervising staff; ability to work with diverse groups of people.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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| 1 | Assist in daily operation of site (flexible work schedule which may include opening and/or closing on site) | 30% |
| 2 | Assign job duties as necessary to support staff and schedule staff, monitor and adjust staff work hours to support ratio compliance and fiscal responsibility, review time sheets and approve requests for time off. | 30% |
| 3 | Assist in interviewing, hiring, supervising, mentoring, training and evaluating support staff | 15% |
| 4 | Assist in planning, implementing and evaluating program | 5% |
| 5 | Assist in financial record keeping including billing/accounting system and time sheets | 4% |
| 6 | Assist in maintaining and coordinating the purchase of supplies, toys and games | 4% |
| 7 | Establish and maintain effective relationships with staff and create a team atmosphere | 3% |

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TASK NO.	DESCRIPTION	FREQUENCY
8	Establish and maintain effective relationships with school personnel, and families	2%
9	Implement program and district policies and procedures	2%
10	Create and implement behavior plans; consult with school personnel for IEP's when necessary	1%
11	Attend and/or coordinate staff meetings, attend Community Education Advisory Committee meetings, attend workshops and training sessions as directed by supervisor.	2%
12	Perform other related duties as assigned.	2%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE