



JOB DESCRIPTION

TITLE: B.A.S.E. (Before and After School Program) Coordinator

CONTRACT: 12 month contract

REPORTS TO: Director of Finance

LOCATION/DEPARTMENT: All district elementary buildings

POSITION SUMMARY: All employees of the Otsego Public Schools, including the B.A.S.E. Coordinator, are expected to display a positive, caring, nurturing attitude and a genuine desire to assist all students and staff when necessary to maintain a safe and orderly environment.

The B.A.S.E. Coordinator is responsible for overseeing the operations of the District's Before and After School program, including hiring, training and scheduling staff, handling student enrollment and ensuring compliance to state and federal regulations for child care centers.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: Bachelor's Degree or higher in a child-related field (required)

EXPERIENCE: Minimum 480 hours of experience working as a child care staff member

SUPERVISORY RESPONSIBILITIES: Supervises B.A.S.E. staff

SKILLS: The B.A.S.E. Coordinator should possess strong communication skills, perform well in stressful situations, demonstrate good judgment and problem-solving with the ability to work independently under minimal supervision.

CERTIFICATES, LICENSES, OR REGISTRATIONS:

- State of Michigan Child Care Licensing requirements
- State of Michigan criminal background clearance

DUTIES AND RESPONSIBILITIES

- Develop rapport with staff, parents and students while adhering to policy and procedures
- Assure students are provided a safe and nurturing environment
- Coordinates all administrative components of the B.A.S.E. program, including enrollment, scheduling, staff training, parent orientation and public relations
- Facilitates changes as necessary in the day-to-day operation of the center in order to maintain a positive and productive working and learning environment.
- Purchase supplies and materials needed and as requested by site supervisors
- Ensures coordination of food services with building food services department
- Convenes a bi-monthly Parent Advisory Committee to provide input on program operations.
- Publishes a parent newsletter each trimester.
- Meets with parents regarding individual needs and concerns on such issues as, including children with special needs, behavior support, parent- teacher communication, and training suggestions.
- Provide leadership during emergencies
- Hire, train and orientate new staff members

- Forges and maintains collaborations with other District departments
- Be available to substitute in the program as needed
- Ensures a high-quality program for parents, students and community members
- Performs any other functions necessary for the smooth and efficient operation of the B.A.S.E. program and any other duties assigned by the Director of Finance or his/her designee

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

REQUIRED: First Aid and Cardiopulmonary Resuscitation (CPR) certification

PHYSICAL REQUIREMENTS: 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 sit, stand, walk; occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks. The employee must have the ability to lift and/or move up to 60 pounds and attend to the personal care of students.

Work Environment: The noise level in the work environment is usually moderate to loud.

FLSA Status: Non-Exempt

TERMS OF EMPLOYMENT: Full time, regular employee.

Salary and Benefits Information:

- Salary Range: \$18-20 per hour
- Benefits: Consistent with the Non-Union Employee Handbook