

Job Description

Position Title	PAC School Care Coordinator		
Building	Helen Baker Elementary School	Department	Community Education
Hours	40 per week	Supervisor	Community Education Director
Band and Grade	B-23	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine, children's play equipment

Primary Function	Under general direction, manages the school age childcare program, including recruiting, selecting, and evaluating staff, marketing the program, scheduling activities, and monitoring students.
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Essential Duties	
1	Supervises participants, and establishes and enforces program rules, guidelines, and parameters for student participation to ensure student safety.
2	Mails invoices, collects and records participant payments, and provides weekly/monthly and year-end statements.
3	Processes registration forms, verifies personal data, and maintains record of participant numbers for state reporting.
4	Supervises staff to include prioritizing and assigning work; conducts performance evaluations; ensures staff is trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.
5	Identifies, defines, and implements program activities, including identifying program needs such as transportation and supplies, completing necessary forms, supervising volunteers, and processing invoices.
6	Provides input to community education director in the development of an annual budget, and ensures expenses do not exceed available dollars by monitoring staff scheduling based on enrollment, purchases supplies, equipment, snacks, and related items, and recommends changes to the fee structure.
7	Communicates with parents, teachers, and others regarding all special education needs or accommodations, ensures needs are met, and tracks related expenses for state reimbursement.
8	Communicates program offerings to parents and the community to increase participation in the program.
9	Responsible for keeping his or her portion of the website updated.
10	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Associate's degree in education, child development, business, or a related field and five years' experience working with school age children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Possession of CPR/First Aid certification is also required.
Knowledge Required	<ul style="list-style-type: none"> • Knowledge of supervisory theories and principles. • Knowledge of District policies and procedures. • Knowledge of public relations theories and techniques. • Knowledge of child development theories and principles. • Knowledge of budgeting practices. • Knowledge of available community resources.
Skills Required	<ul style="list-style-type: none"> • Skill in applying supervisory theories and practices. • Skill in applying public relation theories and techniques. • Skill in planning and implementing age appropriate activities. • Skill in problem solving. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide work direction.
Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>