



# Rockford Area Schools

## School Age Care Coordinator

### General Definition of Work

Performs difficult advanced human support work directing all aspects of the School Age Care Program, supervising staff and students, planning programs, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Departmental supervision is exercised over those assigned to the department.

### Essential Functions

- Supervises the design and maintenance of a safe, positive environment through the development and implementation of a curriculum which meets the social, emotional, intellectual and physical needs of students
- Manages overall program operations and monitors goals
- Oversee financial management of the department
- Plans and oversees field trips and activities including venue documentation and arranging for transportation and necessary payments
- Communicates regularly with parents, staff and students
- Develops marketing materials
- Maintains the department section of the district's website
- Assists in the staff hiring process
- Provides direction to staff
- Mediates conflict between staff, parents, and policies on a case-by-case basis as required
- Schedules staff
- Monitors student behaviors subject to guidelines and creates behavior management programs
- Maintains an inventory of supplies and equipment
- Creates and maintains records, handbooks and communications
- Stays current with district and state policies and guidelines
- Stays current with child development research

### Knowledge, Skills and Abilities

- Thorough knowledge of District Policy and Procedures Manual and Updates
- Thorough knowledge of Emergency Procedures and Updates
- Thorough knowledge of health, safety and fire codes
- Thorough knowledge of Student and Parent Handbooks
- General knowledge of individual behavior and incident reports
- General knowledge of presentation equipment
- Ability to manage time and provide quality customer service
- Ability to manage personnel and budgets
- Thorough knowledge of standard office equipment, computer hardware and related software
- Ability to make arithmetic computations using whole numbers, fraction and decimals
- Ability to compute rates, ratios and percentages



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- Ability to establish and maintain effective working relationships with associates, students and parents

## Education and Experience

Bachelor's degree in education, or related field and moderate experience with supervision, school age care, child or social development, or equivalent combination of education and experience.

## Physical Requirements

- This work requires the occasional exertion of up to 50 pounds of force
- Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities
- Work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids
- Work is generally in a moderately noisy location (e.g. business office, light traffic)

## Special Requirements

- First Aid and CPR
- Minnesota School Age Alliance within six months
- Crisis Prevention Intervention
- Blood Borne Pathogens
- Medication Administration
- Concussion Training



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