

COORDINATOR – EXTENDED DAY PROGRAM

JOB SUMMARY:

Under the direction of the Assistant Superintendent-Educational Services, oversee the development, implementation, administration and evaluation of the Extended Day Program (EDP); oversee and monitor budget allocations, expenditures and financial activities, and assure compliance with After School Education and Safety (ASES) grant and District guidelines; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

- Oversee the development, implementation, administration and evaluation of EDP school programs assuring compliance with ASES grant, District and State requirements, guidelines and regulations; develop and maintain effective office procedures.
- Oversee and monitor budget allocations, expenditures and financial activities and assure compliance with ASES grant and District guidelines.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend new hires, transfers, reassignment, termination and disciplinary actions; monitor employee attendance and arrange for substitute staff as needed; plan and coordinate on-going staff development opportunities for East County Collaborative; plan, organize and facilitate other staff mandatory staff training activities as needed.
- Attend, facilitate and participate in a variety of meetings with the District Management Team, Instructional Leadership Team, Safety Committee, District and East County Collaborative District contact meetings and others as assigned; plan, co-chair and host quarterly Health & Wellness committee meetings; attend professional development activities; attend Individualized Education Plan (IEP) and Student Study Team (SST) meetings; prepare and make presentations for the Board as directed.
- Develop and maintain partnerships with outside organizations to support quality programming and enrichment opportunities.
- Maintain communications with parents, teachers and District personnel to assure activities comply with expectations and enhance learning experiences; coordinate and conduct parent meetings as needed to answer questions, provide referrals, address concerns and support student success.
- Prepare and maintain a records and reports related to personnel, ASES attendance and other assigned activities.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Provide resources and supplies for various EDP activities; communicate with Nutrition Services, Facilities and Maintenance, Technology, Student Services and other departments to meet the needs of the program and students.

- Participate in the research and implementation of after-school clubs and sports programs for non-EDP participants; participate in marketing activities to inform families of available programs and opportunities.
- Operate a computer and assigned software programs; operate standard office equipment as assigned; drive a vehicle to various sites to conduct work.
- Administer first aid to students as needed; assure compliance with health and safety rules and regulations; assure clean and orderly program environment.

OTHER FUNCTIONS:

Perform other duties as assigned.

KNOWLEDGE OF:

- Regulations, practices and procedures involved in the development, implementation and evaluation of Extended Day programs and services.
- Principles of child development and early childhood education.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
- Budget preparation and control.
- ASES grant regulations and guidelines.
- Current educational trends and developments.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Operation of a computer and assigned software.
- Basic first aid techniques.

ABILITY TO:

- Oversee the development, implementation, administration and evaluation of the Extended Day Program.
- Coordinate personnel, resources and record-keeping functions to assure smooth and efficient services and program operations.
- Supervise and evaluate the performance of assigned personnel.
- Coordinate and conduct parent meetings as needed to answer questions and address concerns.
- Communicate effectively, both orally and in writing, using interpersonal skills that include tact, patience and courtesy when interacting with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Work effectively with diverse populations.
- Plan and organize work.
- Administer first aid to students as needed.
- Prepare and maintain comprehensive narrative and statistical reports, records and files

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in child development, early childhood education or related field and three years' experience in a child development program including working with at-risk children in an educational or child care-related setting.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and current auto insurance.
- Valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Board Approved: 1/10/2017