

Position:	Coordinator, School-Age Programs	FLSA:	Exempt
Department/Site:	Child Development	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Director, Child Development	Salary Schedule:	Administrative Management

SUMMARY

To develop and maintain a delivery system that establishes and transmits services to insure that each child obtains maximum benefit from the school-age before and after school educational programs.

NATURE AND SCOPE

Assists in the development, supervision and coordination of Child Development programs in the District. Reports directly to the Director, Child Development.

ESSENTIAL TYPES OF DUTIES (Examples)

- Acts as a liaison with school site administrators to ensure program continuity.
- Develops and maintains a current strategic plan for early childhood services with an emphasis on producing students with well-rounded school-age before and after school opportunities addressing the mind, spirit, and body.
- Manages and coordinates program activities. Ensures programmatic and fiscal compliance with the State Department of Education’s contracting terms and conditions for programs funded by the Child Development Division.
- Submits reports essential for meeting State requirements for funding.
- Completes assessments, surveys, and evaluations to determine program goals and aims for the continuous improvement process.
- Serves as a District resource regarding school-age before and after school program content, curriculum standards and staff development.
- Coordinates the annual inventory and ordering process including furniture, materials and supplies.
- Annually assesses the need for additional facilities and improvements.
- Develops parent education and information systems to enhance effective parent school partnerships.
- Develops communications and associations with professional and community based resource organizations.

- Administrates the process for establishing Standard Operating Procedures within the Child Development Department.
- Develops and implements marketing strategies.
- Increases department revenue through applications and grants for special funding and interfacing with existing district and community resources.
- Supervises and evaluates the work of Child Development personnel.
- Coordinates the screening and hiring of new employees, including assessing qualifications.
- Performs and assists with other tasks and assumes responsibilities as the Director of Child Development may from time to time assign or delegate.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of laws, rules, policies and regulations pertaining to Child Development and school-age before and after school programs. A thorough knowledge of curriculum standards for core academic subject areas is essential. Requires knowledge of organizational principles and practices. Must possess a working knowledge of Child Development and school-age before and after school programs and the services they provide for students.

Abilities: Requires ability to supervise and evaluate the work of subordinate personnel. Must be able to speak and write effectively. Position requires the ability to establish and maintain effective relationships with staff, students, parents, and the public contacted in performance of duties.

Physical Abilities: Requires arm, hand, and finger dexterity to operate keyboard and other office equipment.

Education and Experience: A Bachelor's Degree is required. A Master's Degree in Child Development, Early Child Education, or a related field is preferred. Experience in coordinating and developing early childhood and/or school-age before and after school education programs preferred. Must have demonstrated leadership qualities and potential through participation at a school-level or multi-site administrative or supervisory position.

Licenses and Certificates: Must hold-a valid Administrative Services Credential and/or CDE Child Development Program Director Permit. Requires a valid California Driver's License.

Working Conditions: Work will be performed primarily indoors but may work outdoors while visiting various school sites.