



Job Description

Job Title: Coordinator, Before & After School Programs

Reports to: Assistant to the Superintendent For School & District Accountability
Department: Before & After Care
Compensation: PT 6
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Manage the Before/After Care Programs for the District.

Qualifications/Job Requirements:

Education:

- Bachelor's degree

Specialized Knowledge, Licenses, etc:

- Working knowledge of DHS regulations regarding Early Childhood and School Age programs and knowledge of the stars reimbursement program.
- Experience in organizational design and development
- Experience in a leadership role
- 5 years Early Childhood and/or School Age experience

Experience:

Specific Training/Skills:

- Skill in analyzing and evaluating Early Childhood and/or School Age programs and staff effectiveness.
- Strong planning skills
- Strong interpersonal skills
- Basic knowledge of computers
- Effective oral and written communication skills

Scope of Authority (If Applicable):

- Supervise site staff (supervisors and assistants)
- Supervise support staff (secretary, Team Leaders, etc.)

Customer Contacts (Internal and External):

- School personnel
- Parents
- Outside agencies
- Vendors

Duties and Responsibilities:

- Plan for implementation of school-based care programs.
- Plan the daily format for school-based care programs.
- Recommend for employment the staff for school-based programming.
- Establish procedures for collection of fees and record keeping and maintain up-to-date fee collection.
- Work with outside agencies to continually improve services.
- Provide professional development for staff.
- Conduct site visits to ensure sites are in compliance with TPS and DHS guidelines.
- Work with site staff to continually improve program quality.
- Build enrollment in the program through a variety of marketing activities.
- Respond to parent concerns.
- Coordinate full day programs, when school is not in session.
- Assess the needs at schools for possible program expansion.
- Maintain financial records for the program. Post charges, deposits and assist in collections process.