

**ORANGE COUNTY PUBLIC SCHOOLS
CLASS DESCRIPTION**

**POSITION TITLE: PROGRAM COORDINATOR
(Extended Day Program)**

GENERAL DESCRIPTION OF DUTIES

Under general direction, the coordinator is responsible for all aspects of the after school enrichment program – financial, staff assignment, communication, curriculum, compliance, health and safety. The coordinator makes decisions and implements policy for children after school at a time when the principal may not be on campus. Employees in this classification function in a quasi-supervisory role by overseeing the program and coordinating and directing the work of the extended day personnel. All functions are performed with adherence to current state laws, state board rules and school board policy. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.

Coordinates and directs the work of hourly extended day after school personnel; oversees group leaders to assure appropriate educational activities and supervision of the children.

Plans and coordinates staff activities that provide appropriate experiences designed to meet the physical, emotional and intellectual needs of children after school.

Responsible for effective academic enrichment by linking classroom instruction with the after school program.

Uses appropriate data to drive decisions concerning academic enrichment to maximize educational outcomes.

Takes immediate action in situations involving the safety and well being of students following OCPS standard procedures; accountable for health and safety decisions for all children when administrative staff may not be on campus.

Dispenses medication to children as needed. Maintains medication log and complies with OCPS policy.

Plans and carries out fire and severe weather drills during Extended day hours to ensure child safety and compliance with state and OCPS policies.

Exercises good judgment to make decisions and takes responsibility for them. Takes initiative to solve problems.

Establishes and maintains ongoing communications as part of the program with parents, the site principal and school personnel using effective written and verbal communication.

Responsible for compliance with OCPS policies and procedures; assures staff member compliance.

Responsible for the maintenance and availability of materials, equipment and supplies; completes fixed asset inventory.

Oversees parent pick up with special attention to legal custody situations.

Plans appropriate and healthy snacks. If participating in free snack program, coordinator assures compliance with federal procedures for distributing and recording snacks.

Recruits potential staff and participates in selection of hourly program staff.

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Facilitates staff meetings to build leadership and high performance with Extended Day employees.

Conducts trainings for staff members including developmentally appropriate practice; participates in district in-service training and encourages staff to attend as well.

Determines appropriate space allocation for after school program in cooperation with the principal.

Evaluates the quality of the after school program using the School Age Care Environment Rating Scale (SACERS).

Responsible for handling large amounts of cash and checks for weekly tuition in accordance with OCPS policy; maintains all accounting/financial/student records.

Communicates detailed financial data to parents regarding information related to account payments and balances.

Submits and maintains payroll records in accordance with district policy and within appropriate deadlines for principal approval.

Selects appropriate supplies and equipment for program use and purchases same; responsible for purchase card reconciliation.

Responsible for discipline of children after school using best practices and complying with the OCPS Code of Student Conduct.

Responds to telephone calls and answers questions regarding operation of the program.

Schedules staff to ensure adequate coverage during peak hours and reduced staff as children are picked up.

Accommodates children with special needs, complying with ADA and OCPS policy.

Assumes other duties and responsibilities, as assigned.

Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a laminator, copy machine, or fax.

Responsible for keeping up to date on current technology, as job appropriate, being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree preferred plus a minimum of two (2) years related experience managing a child care, recreational, teaching or similar program; or a minimum of three (3) years related experience managing a

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child care, recreational, teaching or similar program; or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Must have demonstrated aptitude for working with children and providing curricular leadership. Must possess and maintain a current CPR and First Aid Certification or obtain within ninety (90) days of employment within this position.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide leadership, guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling; and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds).

Sensory Requirements: Most tasks require visual perception and discrimination and oral communications ability as well as the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.