

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR -- CAMP CRYSTAL

JOB DESCRIPTION

JOB CODE:	630054	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution; Masters degree preferred.
- (2) Minimum of five (5) years successful teaching and/or administrative experience.
- (3) Certification in CPR, First Aid, and Lifeguard.
- (4) Willingness to work toward American Camping Association Camp Director Certification and Water Certification from American Red Cross.

Note: The Director must reside at the camp and maintain flexible weekday and weekend hours.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of curriculum and the development of children. Knowledge of current laws related to child care procedures. Ability to work with the community and schools to generate support for the program. Knowledge of Board policies and procedures. Familiar with American Camping Association Camp Accreditation program. Familiar with food service policies and procedures and capable of preparing limited meals. Ability to facilitate program implementation.

REPORTS TO:

Superintendent, Deputy -- Curriculum and Instructional Services

JOB GOAL

To develop and implement a year round educational and recreational program for Camp Crystal Lake, involving students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide leadership for the development of curriculum to be implemented on the Camp Crystal Lake site.
- *(2) Work cooperatively with the district staff and school personnel in the areas of policy development and program direction.
- *(3) Provide inservice training for teachers, staff and administrators related to the use of the Camp Crystal facility and the implementation of curriculum.
- *(4) Act as a liaison to community organizations for the promotion of Camp Crystal as a facility to be used on a contractual basis.
- *(5) Select and plan for the use of the facility by school and community groups.

DIRECTOR -- CAMP CRYSTAL (Continued)

- *(6) Oversee the physical operation of Camp Crystal.
- *(7) Oversee security and maintenance of the site.
- *(8) Provide on-site supervision and curriculum leadership for participating students.
- *(9) Plan and administer a summer camp program, including budget management, staff employment, recruitment of campers, and on-site leadership and supervision.
- *(10) Develop camp budget and monitor its implementation as required.
- *(11) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- *(12) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(14) Be knowledge of and adhere to Board Policies.
- *(15) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- *(16) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(17) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- *(18) Monitor district compliance with applicable codes, rules and statutes.
- *(19) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(21) Assist in the preparation and administration of the District and divisional budget.
- *(22) Participate in the development of policies and procedures.
- *(23) Attend meetings and conferences to promote professional growth and benefit the District.
- *(24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(25) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(26) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(27) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(28) Respond to inquiries and concerns in a timely manner.
- *(29) Model and maintain high ethical standards.
- *(30) Plan, implement and evaluate staff development activities of assigned personnel.
- *(31) Adhere to applicable safety standards.
- *(32) Follow attendance, punctuality and proper dress rules.
- *(33) Maintain confidentiality regarding school/workplace matters.
- *(34) Serve on school/district committees as required or appropriate.
- *(35) Perform other duties as assigned.

**Essential Performance Responsibilities*

DIRECTOR -- CAMP CRYSTAL (Continued)

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 10

Adopted: 7/20/10