

SCHOOL DISTRICT OF ALACHUA COUNTY
COORDINATOR -- EXTENDED DAY ENRICHMENT PROGRAM
JOB DESCRIPTION

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|-----------------------|--------|-------------------------------------|----------------|
| JOB CODE: | 630831 | BARGAINING UNIT ELIGIBILITY: | No |
| FLSA: | Exempt | PAY GRADE: | 11 |
| CONTRACT CODE: | 05 | SALARY SCHEDULE: | Administrative |

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Minimum of three (3) years successful classroom teaching experience and/or experience in coordinating extended day programs.
- (3) Hold a valid Florida Drivers License and provide own transportation.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the program budget and allocated resources. Ability to read, interpret and adhere to state board rules, code of ethics, school board policies and appropriate state and federal statutes. Ability to select, hire and evaluate personnel. Ability to manage and supervise personnel effectively. Ability to effectively communicate and work with parents, students, and the community.

REPORTS TO:

Director -- Curriculum

JOB GOAL

To plan, develop, and implement an effective Extended Day Enrichment Program in the district.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Prepare and monitor the budget for the Extended Day Enrichment Program (EDEP), including personnel, supplies, equipment, etc.
- *(2) Maintain a self-supporting program with a contingency fund.
- *(3) Assign staff to each school based on enrollment and the required staff/child ratio.
- *(4) Recruit, screen, interview and recommend potential candidates for all programs.
- *(5) Develop and update policies and procedures for program operation and monitor compliance.
- *(6) Plan and implement staff training and secure curriculum resources.
- *(7) Work with principals and on-site coordinators to provide a quality program.
- *(8) Provide continuous evaluation of program.
- *(9) Consult with on-site coordinators on issues of day-to-day operations, staff performance, student discipline and dismissal, and money collection.
- *(10) Prepare monthly and annual reports on enrollment and budget.

COORDINATOR -- EXTENDED DAY ENRICHMENT PROGRAM (Continued)

- *(11) Visit each program a minimum of four times per year and other times as needed.
- *(12) Expand technology in programs to track attendance, fee collections, and other program areas.
- *(13) Coordinate the inclusion of children with disabilities into the EDEP.
- *(14) Approve all requisitions, prepare invoices for processing and maintain records of transactions.
- *(15) Approve and process all stipend payrolls.
- *(16) Consult with Food and Nutrition Services on the snack program and provide needed reports.
- *(17) Work with the School Volunteer Program to recruit volunteers for the program.
- *(18) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- *(19) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(21) Be knowledgeable of and adhere to Board Policies.
- *(22) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- *(23) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(24) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- *(25) Monitor district compliance with applicable codes, rules and statutes.
- *(26) 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.
- *(27) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(28) Attend meetings and conferences to promote professional growth and benefit the District.
- *(29) Maintain expertise in assigned areas.
- *(30) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(31) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(32) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(33) Respond to inquiries and concerns in a timely manner.
- *(34) Model and maintain high ethical standards.
- *(35) Adhere to applicable safety standards.
- *(36) Follow attendance, punctuality and proper dress rules.
- *(37) Maintain confidentiality regarding school/workplace matters.
- *(38) Serve on district, state or community councils or committees as assigned or appropriate.
- *(39) Perform other duties as assigned.

COORDINATOR -- EXTENDED DAY ENRICHMENT PROGRAM (Continued)

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 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. 11

Adopted: 7/20/10