

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
QUALITY PROGRAM COORDINATOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Program Support	B/2/3	Non-exempt

CLASS SUMMARY:

The Quality Program Coordinator is the third level of a three level series. Incumbents are responsible for ensuring quality across multiple child care programs under the guidance of the Community Education program.

Duties include visiting programs to evaluate quality and to provide direction and guidance; ensuring compliance with established policies, procedures and regulations; communicating with staff regarding programs, quality and areas of concern; developing and implementing training programs for program staff; monitoring activities; and, assisting in planning camp programs, professional development opportunities, field trips and special events.

The Quality Program Coordinator is distinguished from the Program Coordinator in that the latter supervises a site-specific program where as the former has quality assurance responsibility for multiple programs.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
Visits programs to evaluate program quality; provide direction and guidance; and ensure compliance with established policies, procedures, and regulations including the provision of direction with regard to improvements, staff performance, and compliance with standards.	Daily 35%	B/2
Develops and implements training programs for program staff including the determination of training methods; assessment of needs of each site; and appropriate resource materials.	Daily 25%	B/2
Advises and assists program coordinators in the development and implementation of standardized program evaluation using tools such as self study, NAEYC, NAA.	Daily 5%	B/2
Communicates with staff and community regarding areas of concern including program quality, offerings, behavioral issues, and needs of community; and with school-based staff regarding daily operations and long-term program planning.	Daily 5%	B/2
Evaluates and monitors program operations and mentors staff and may make assignments or facilitate meetings as necessary to resolve issues.	Daily 5%	B/2
Develops and implements recruitment strategies for program enrollment and staffing.	Monthly 5%	B/3
Assists in planning camp programs; professional development Opportunities; field trips; and special events including determining program needs, budget, staffing requirements, and proper sites.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

Associate's Degree in child development or related field and two years childcare program experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Licensing/Certification Requirements:

- First aid certification;
- Cardio pulmonary resuscitation (CPR) certification;
- AZ Fingerprint Clearance Card.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Child care philosophy such as Montessori;
- Program coordination including lesson planning and behavior management; and
- Program regulations, policies and procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service;
- Problem solving;
- Training;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

