

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Quality Program Coordinator

BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: Community Education and Outreach Services	ACCOUNTABLE TO: Community Education Supervisor or Program Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for monitoring the quality of more than one program and for mentoring said programs staff under the guidance of the Community Education Supervisor or Program Manager. 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 programs staff; monitoring activities; and, assisting in planning camp programs, professional development opportunities, field trips and special events.		
DISTINGUISHING CHARACTERISTICS: The Quality Program Coordinator is a stand alone classification and is distinguished from other classes by its responsibility for ensuring the quality of the programs. It is expected that this position would be in daily contact with the site administrator for the purpose of daily operation of the programs and long term planning regarding the programs. The Quality Program Coordinator is distinguished from the Program Coordinator in that the Quality Program Coordinator has full supervisory responsibility for multiple programs with varying philosophies (ie: Montessori).		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Visits programs to evaluate program quality, to provide direction and guidance, and to ensure compliance with established policies, procedures, and regulations to include providing direction with regard to improvements, staff performance, and compliance with Department Health Service's standards.	Daily	B2
2.	Communicates with staff and community with regard to areas of concern to include program quality, offerings, behavioral issues, and needs of community.	Daily	B2
3.	Communicates with school based staff regarding daily operation of the program and the long-term planning of the program.	Daily	B2
4.	Develops and implements training programs for program staff to include determining method of training, needs of each site, and resource materials.	Daily	B2
5.	Advises and assists program coordinators in the development and implementation of evaluating the program with a standardized method. (i.e.,) self study, NAEYC, NAA.	Daily	B2

6.	Assists in planning camp programs, professional development opportunities, field trips, and special events to include determining program needs, budget, staffing requirements, and proper sites.	Monthly	B2
7.	Monitors program activities to include facilitating meetings with staff to ensure the proper activities are being implemented at all programs.	Monthly	B2
9.	Evaluates, supervises, assigns work, mentors program staff	Daily	B2
10.	Develops and implements recruitment strategies for program enrollment and staffing.	Monthly	B3
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Department Health Service standards;
- NAA/NAEYC
- Montessori

Skills (position requirements at entry):

Skill in:

- Training;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Child Development or a related field and two years childcare program experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. This position must meet Directors qualification per AZDHS.

Licensing Requirements (position requirements at entry):

- First Aid certification;
- Cardio Pulmonary Resuscitation (CPR) certification.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to travel.

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 4/07