

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Student Services Program Coordinator

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Student Services	ACCOUNTABLE TO: Director/Assistant Director/ Program Supervisor, as appropriate	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for coordinating, organizing, and monitoring activities, which may include community/parent outreach efforts among the District's diverse cultural population for the day-to-day operation of a Student Services program. Incumbents are responsible for the supervision of assigned staff. Duties include: facilitating activity, planning meetings, inventorying and ordering materials and supplies, developing and scheduling program activities, communicating information to parents through memos and newsletters, phone contact, mentoring and providing orientations for program staff, and assigning and monitoring the work of program staff.		
DISTINGUISHING CHARACTERISTICS: The Program Coordinator is the third level of a three level series. The Program Coordinator is held responsible for planning, coordinating, and supervising program activities. The Program Coordinator is distinguished from the Program Specialist in that the Program Coordinator has full supervisory responsibilities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, assisting in interviewing applicants and evaluating program staff.	Daily	B2
2.	Facilitates planning meetings to develop, organize, and schedule daily activities, materials, and supplies.	Daily	A1
3.	Facilitates parent meetings to develop and implement changes to the program.	Monthly	B2
4.	Communicates with parents, community representatives, schoolbased staff, and/or administrators to determine and meet students' needs.	Weekly	A1

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5.	Assigns, monitors, and mentors work of program staff to include providing orientations and ongoing trainings.	Daily	A1
6.	Inventories and orders materials, resources, supplies, and equipment for daily activities and special projects by determining what is needed.	As needed	A1
7.	Communicates information to parents and District staff through newsletters, memos, signs, or verbally.	Daily	A1
8.	Answers questions from parents, administrators and staff.	Daily	B2
9.	Maintains student/staff records.	As Required	A1
10.	Ensures that the program, if licensed, remains in compliance with the Arizona Department of Health Services regulations and adheres to local policy and state/federal requirements.	Daily	A1
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Planning lessons and activities, as appropriate to program;
- Behavior management techniques, as appropriate to program;
- Basic mathematics;
- Program coordination;
- Specific program regulations, policies, and procedures.

Skills (position requirements at entry):

Skill in:

- Maintaining supplies and equipment;
- Using computer and related software applications;
- 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.

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Training and Experience (position requirements at entry):

For a licensed program: Completion of course work related to childcare, experience working in a licensed childcare program, in addition to a High School Diploma and one-year childcare setting experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

For a non-licensed program: Completion of coursework in related field, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing (position may require at entry):

- First Aid certification;
- Cardiopulmonary Resuscitation (CPR) certification.

Physical Requirements:

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

Incumbents may be subjected to body fluids.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

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Revised: 11/2002

Revised: 6/2004