

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PROGRAM COORDINATOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Community Education & Outreach Services	B/2/2	Non-exempt

CLASS SUMMARY:

The Program Coordinator is the second level of a three level series. Incumbents are responsible for the day to day operation of a site-specific child care program including acting as supervisor for site-specific staff.

Duties may include coordinating, organizing, and monitoring activities within a site-specific out-of-school time operation; conducting community and parent outreach among the District's diverse cultural population; and supervising the ongoing operations of the site-specific out-of-school time program.

Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise.

The Program Coordinator is distinguished from the Quality Program Coordinator in that the former supervises a site-specific program where the latter has supervisory responsibility for multiple programs and/or sites with varying philosophies.



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<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Oversees daily operations of an out-of-school time program and supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, assisting in interviewing applicants and evaluating program staff.	Daily 50%	B/2
Facilitates planning meetings to develop, organize, and schedule daily activities, materials, and supplies.	Daily 20%	A/1
Communicates information to parents and District staff through newsletters, memos, signs, or verbally.	Daily 5%	A/1
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 5%	A/1
Inventories and orders materials, resources, supplies, and equipment for daily activities and special projects by determining what is needed.	Weekly 5%	A/1
Facilitates parent meetings to develop and implement changes to the program.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and one year experience in a childcare setting or, based upon assignment, completion of coursework related to childcare or experience working in a licensed childcare program 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.

Licensing/Certification Requirements:

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



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Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- 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;
- 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.

ADA and Other Requirements:

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

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

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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08
Revised by: Human Resource Services 07.12.10

