

# KYRENE SCHOOL DISTRICT CLASS SPECIFICATION

## PROGRAM COORDINATOR I

<b>DEPARTMENT:</b>	<b>BAND/GRADE/SUBGRADE:</b>	<b>FLSA STATUS:</b>
Community Education	B22	Non-exempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Program Coordinator I is first level of a three-level series. Incumbents are responsible for the day to day operation of a variety of small-scale program(s) at a single geographic site including but not limited to, out-of-school time, production services, marketing, and public relations, As assigned, incumbents may serve as a supervisor for site-specific staff or as a lead for Community Education staff performing specialized duties requiring significant experience in their area of assignment which may include business operations support.</p> <p>Duties may include coordinating, organizing, and monitoring activities within assigned programs; conducting community and parent outreach among the District's diverse cultural population; communicating with various community groups and stake holders; and supervising the ongoing operations of the site-specific out-of-school time program.</p> <p>Incumbents may 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. Some incumbents may be assigned to monitor the work of others and interpret policies and procedures on behalf of other staff. Incumbents may act as lead worker for other Community Education support staff making work assignments and determining completion of work.</p> <p>The Program Coordinator I is distinguished from the Program Coordinator II in that the former oversees a small-scale community education program and the latter has responsibility for a large-scale community education program(s).</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE/ RATING</u></b>
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 a small-scale Community Education program(s) at a single site or serves as a lead worker to other Community Education program staff and supervises or provides leadership oversight of staff to include assigning and monitoring work, ensuring training, resolving conflicts, assisting in interviewing applicants and evaluating program staff at a single geographic site.	Daily 20%	B2



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As assigned, may provide support to program administrators including creating program specific collateral for parents, community groups, and customers and serving as a point of contact for various stakeholder groups. Facilitates planning meetings to develop, organize, and schedule daily activities, materials, and supplies.	Daily 20%	B2
Communicates information to parents, community groups, customers and District staff through newsletters, memos, signs, or verbally.	Daily 5%	B2
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%	B2
Inventories and orders materials, resources, supplies, and equipment for daily activities and special projects by determining what is needed.	Weekly 5%	A1
Facilitates parent, customer, venter, or community relations meetings to develop and implement changes to programs.	Monthly 5%	B2
Performs other duties of a similar nature and level as assigned.	As Required	

### **Training And Experience:**

High School Diploma or GED and two (2) years' experience in a childcare setting or, based upon assignment, completion of specific coursework related to childcare or experience working in a licensed childcare program is required; or 2 years of specialized experience related to the area of assignment, 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

### **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.



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### **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;
- Organization, project and staff leadership
- 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 02.15.13  
Revised by Human Resource Services 02.20.14  
Revised by GBS 03.31.16

