

The Program Coordinator in Community Education Services is responsible for the day to day operation of a variety of out-of-school time programs including Community Education Preschool.

### **Chain of Command**

The Program Coordinator of Community Education Services works under the direction of the Program Manager and reports to the Director of Community Education.

### **Competencies of the Program Coordinator**

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong customer service skills
- Knowledge of relevant federal and state law as pertinent to public education as well as District policies and guidelines
- Knowledge of program coordination and current best practice in the field
- Proficiency with various software tools, such as Microsoft Outlook, Word, and Excel

### **Essential Duties**

- Oversees the daily operations and implementation of a variety of Community Education out-of-school time programs including Community Education Preschool
- Serves as a lead worker to other Community Education program staff and/or 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
- As assigned, may provide strategy and tactical support to program administrators including planning and 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.
- Communicates information to parents, community groups, customers and District staff through a variety of mediums such as newsletters, memos, signs, or verbally
- 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
- Reviews program/site inventories and oversees the ordering of materials, resources, supplies, and equipment for daily activities and special projects by determining what is needed
- Facilitates parent, customer, vendor, or community relations meetings to develop and implement continuous quality program improvement
- Completes other duties as assigned

Based upon assignment, the Program Coordinator also performs the following duties, including, but not limited to:

### **Program Coordinator I**

- Responsible for district-wide Community Education programs such as Youth Enrichment or
- Kids Club, After Hours or Community Preschool at a single geographic location or
- As roaming leadership providing absence coverage as needed

## **Program Coordinator II**

- Responsible for a Signature Preschool at a single geographic location or
- Responsible for Community Education programs such as Kids Club and After Hours at a single geographic location and
- Serves as a Lead Coordinator for other Community Education program(s)/staff through coaching and mentoring and
- Helps coordinate/plan Non-school Day programs during the school year and/or summer, and
- Participates in department events such as Intramural tournaments, etc. and
- Chairs one or more committees such as professional development, safety and security, and continuous quality improvement

## **Program Coordinator III**

- Responsible for district-wide Community Education programs such as Youth Enrichment, Summer Academy, and Use of Facilities or Kids Club, After Hours or Community/Signature Preschool at a single geographic location and
- Serves as a Lead Coordinator for other Community Education program(s)/staff through coaching and mentoring and
- Serves on one or more committees such as professional development, safety and security, and continuous quality improvement and
- Is responsible for multiple Community Education programs which may be offered at more than one geographic location

## **Training and Experience**

- **Program Coordinator I:** High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- **Program Coordinator II/III:** Associate's Degree and four years (five years for Program Coordinator III) of specialized experience related to the area of assignment are 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**

AZ Fingerprint Clearance Card required.

## **Revised Date**

12.09.21