



**POSITION DESCRIPTION  
HASTINGS PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> School Age Care Program Coordinator	<b>Department:</b> Community Education	<b>Bargaining Unit:</b> Community Ed. Coordinator
<b>Immediate Supervisor's Position Title:</b> Director of Community Education	<b>FLSA Status:</b> Exempt	
<b>Job Summary:</b>  Under the direction of the Director of Community Services, the School Age Care Program Coordinator is responsible for daily supervision and operations of the school aged care program to assist parents in the community meet their child care needs. Duties include the supervision and evaluation of all program staff; development of school aged services and programs; the implementation and evaluation of program activities and objectives; monitoring programs activities and functions to assure compliance with district policies, laws or guidelines pertaining to program activities/functions; and for assisting the Director of Community Services in promoting, coordinating and implementing new programs and services for the department		

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, supervises, schedules and coordinates personnel issues and needs for all school aged programs.
  - a) Recruits, hires, trains and orients new SAC program personnel.
  - b) Supervises, directs and monitors daily activities of all program staff.
  - c) Evaluates and assesses the performance of staff.
  - d) Plans and coordinates staff development, in-services and training opportunities for program staff.
- Evaluates SAC programs, program activities and recommends changes in programming.
  - a) Evaluates, monitors and determines the need to improve or enhance program operations, procedures or services.
  - b) Conducts on-site observations, discusses issues with staff, and researches best practices in the field of school aged care services.
- Performs various public relation activities to promote school aged programs and services. Prepares publicity and promotional materials for the program. Utilizes various media and technology to promote the program (e.g. newsletters, radio, web, articles, etc.).
- Recommends, administers and monitors program budgets.
  - a) Administers expenditures to maintain a balanced budget for each program.
  - b) Purchases and or approves the purchase of supplies and equipment for the program and maintains appropriate inventories.
  - c) Monitors payments for all programs and collects the tuition for all accounts in arrears.
  - d) Seeks alternative funding sources to help support the programs and needs of the program. Prepares grant applications and engages in fundraising activities and events.

- Collaborates and works closely with other agencies and organizations in an effort to coordinate programs and services.
- Plans, coordinates and makes arrangements for special events and field trips.
- Performs other duties of a comparable level or type, as required.
  - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
  - b) Attends training sessions, staff meetings, conferences, seminars, district and departmental meetings.
  - c) Keeps abreast of changing developments, trends, instructional and educational technologies pertaining to areas of responsibility and lifelong learning.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Child Development, Education, Community Education or related area.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		
	2nd year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of practices, trends and techniques in school aged child care programming, instruction, and services relevant to ages of program participants.</li> <li>• Fundamental of supervision and supervisory techniques.</li> <li>• Knowledge of relevant laws, rules, regulations or guidelines pertaining to school aged care programs, operations, and safety requirements.</li> <li>• Knowledge of relevant district administrative policies and procedures.</li> <li>• Fundamentals of child guidance methods and child management strategies.</li> <li>• Knowledge of techniques, methods and procedures utilized in planning, implementing and evaluating school aged child care programs.</li> <li>• Fundamentals of budget monitoring, grant writing, community resources, and community relations/involvement procedures and methods.</li> </ul>
	Doctorate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of three years working with school aged child care programs/community education youth programming or directly related experience.			

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Valid MN driver's license or evidence of equivalent mobility. CPR & First Aid.
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Skilled in managing, delegating, monitoring, evaluating, and training staff directly or through assigned lead personnel.</li> <li>• Planning and implementing new programs and services.</li> <li>• Preparing and making presentations.</li> <li>• Conduct public relations and community involvement activities in promoting and informing the public in program activities and functions and in assessing the needs of the community through advisory committee participation and assistance.</li> <li>• Performing administrative activities and functions required of the program such as monitoring program expenditures/revenues; locating and applying for grants; preparing departmental reports; coordinating the preparation of department records, files and program materials.</li> <li>• Skilled in assessing and evaluating program objectives and conducting need assessments.</li> <li>• Dealing with children, staff, parents, administrators and other educational professionals over school aged child care programming issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs. Advises and makes recommendations to district administrators or committees concerning changes and needs of the SAC functions and activities.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	Titles of Positions Directly Supervised	# of Employees
1	SAC Program Leads	4/4
2	SAC Program Assistants	7/13
<b>TOTAL</b>		11/17

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties associates with the position are generally supervisory and administrative in nature involving minimal exposure to disagreeable environmental or physical hazards or risks.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>			x	
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**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 lift, carry, push, pull, or otherwise move objects in the performance of the job.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 7/2007 by BCC.

Reviewed and no changes by District 1/2020

**Date Board Adopted: 4/2/2008**

**Board Approved : 6/24/2020**