



**POSITION DESCRIPTION
HASTINGS PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: SAC Program Specialist	Department: Community Education	Bargaining Unit: Community Education Para
Immediate Supervisor's Position Title: SAC & Enrichment Coordinator	FLSA Status: Non-Exempt	
Job Summary: Under the direction of the SAC & Enrichment Coordinator, the SAC Program Specialist is responsible for coordinating and implementing activities for the Kids Campus, Camp Horizons and Big Shots childcare programs. This includes researching and planning new programs or improving current programs and activities.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the program leads in carrying out daily staff activities and functions in their responsibilities for training and orienting staff, for all school aged care programs.
 - a) Trains and orients new SAC program leads.
 - b) Plans and facilitates all site lead meetings.
 - c) Assists with staff development, in-services and training opportunities for all program staff.
 - d) Organizes staffing patterns, on-going schedules and arranges for substitute staff.
 - e) Oversees site record keeping, attendance sheets, student and staff files, and behavior logs with assistance from Site Leads.
 - f) Reviews staff time records in Timeclock+ for accuracy.
 - g) Assists and participates with SAC & Enrichment Coordinator in the conduct of employee interviews and input of hiring decisions.
 - h) Makes recommendations to the SAC & Enrichment Coordinator on staffing changes.
- Evaluates SAC programs, program activities and recommends changes in programming.
 - a) Monitors and makes recommendations to improve or enhance program operations, procedures or services.
 - b) Develops enrichment and recreational activities with assistance from Site Leads.
 - c) Plans field trips, special events, and presentations for children
 - d) Conducts on-site observations of the program, discusses issues with staff, and researches best practices in the field of school aged care services.
 - e) Communicates with all three elementary sites to keep them abreast of all relevant aspects of the school age care programs at each location.
 - f) Develop behavior and safety guidelines and procedures; reviews and/or completes incident and accident reports
 - g) Puts together supply and snack orders and maintains appropriate inventories.
 - h) Makes budgetary requests to the SAC & Enrichment Coordinator.
 - i) May be assigned to fill in for a Lead 1, or SAC Assistant if needed.
- Collaborates and works closely with other agencies and organizations in an effort to coordinate programs and services under the direction of the SAC & Enrichment Coordinator.

- 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

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma				AA Degree or completion of 60 post secondary credits in relevant subject areas.		
High school diploma or GED.				Major field of study or degree emphasis: Child Development, Human Services, Youth Development or related area.		
1 year college	x	2 years college				
3 years college		4 years college				
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of practices, techniques, and fundamentals of school aged childcare programming and services. • Fundamentals of work coordination and delegation. • Fundamentals of child development • Knowledge of relevant laws, rules, regulations or guidelines pertaining to school aged care programs, operations, and safety requirements. • Knowledge of Kid's Kampus program operational policies and procedures. 		
2nd year graduate level						
Doctorate level						
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of three years directly related work experience in working with school aged children.						
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: First Aid and CPR Certification				

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Skilled in coordinating work activities and priorities of site lead personnel. • Oral and written communication skills. • Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff. • Planning and implementing site activities in accordance with program themes. • Performing administrative activities involved in updating and preparing site files, records and reports in accordance with department requirements.
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- Communication with children, staff, parents, administrators and building personnel regarding concerns, issues and activities. Interactions require the explanation of program operational rules and working with others to gain cooperation and understanding of educational issues/needs.

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Knowledge of practices, trends and techniques in school-aged child care programming, instruction, and services relevant to ages of program participants.
- Knowledge of guidelines pertaining to school aged care programs, operations, and safety requirements.
- Knowledge of relevant district administrative policies and procedures.
- Fundamentals of child guidance methods and child management strategies.
- Knowledge of techniques, methods and procedures utilized in planning and implementing school aged childcare programs.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
	0
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: SAC Program Leads	Total: 3-4

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties:
	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact and exposure to minor illness.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			

