



BREVARD PUBLIC SCHOOLS JOB DESCRIPTION

Coordinator - Program Development School Age Child Care

QUALIFICATIONS

- High School diploma or equivalent or Special Diploma.
- Bachelor's Degree from an accredited educational institution preferred.
- Minimum of three years experience in working with school age child care programs required.
- Minimum of three years experience in working with school age child care programs with the Brevard County Public Schools preferred.
- Preference may be given to candidates holding CDA (Child Development Associate).
- Valid Florida Driver License.

Reports to: District Coordinator - School Age Child Care

Supervisor's Superior: Director, Adult & Community Education

Supervises: N/A

Job Goal

Develop and coordinate program activities and staff development for school age child care programs, provide support and assistance to site coordinators and child care staff.

KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated coordination and leadership skills; and success and sensitivity in working with target populations; demonstrated written and oral communications skills; knowledge of quality child care standards and staff development. Ability to articulate quality child care standards involving, program activities, safety, health and nutrition Ability to collect and analyze data from a variety of sources, evaluate and make recommendations. Ability to work cooperatively and collaboratively with other departments, community agencies, and organizations; demonstrate self-discipline and initiative, follow state and district guidelines.

Performance Responsibilities: Essential Functions

- Serve as a member of the School-Age Child Care Task Group.
- Communicate quality school-age child care program standards site coordinators and child care personnel.
- Develop program activities and curriculum materials that support the school site child care operations.
- Communicate appropriate behavior standards, develop discipline plans and assist with ADA accommodations.
- Meet with sites to assist with family and volunteer involvement.
- Support and involve appropriate community and enrichment activities.
- Assist in developing district policies and procedures regarding quality programs and monitoring and assessments tools.
- Meet regularly with program site coordinators to facilitate implementation of developmentally appropriate practices for school-age child care.
- Conduct staff development and training activities for school-age child care program personnel on a regular basis.
- Monitor school-age child care program sites relative to quality assurance.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
- Ensure compliance with Board rules and applicable federal laws and regulations.

Performance Responsibilities: OTHER DUTIES & RESPONSIBILITIES

- Perform tasks or services consistent with the job goal of this position.

Work Environment

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & CLASSIFICATION DETAILS

SALARY SCHEDULE:	<u>Bargaining PTS</u>	DATE DEVELOPED:	<u>07.24.2003</u>
PAY GRADE:	<u>B</u>	DATES REVISED:	<u></u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u>08.26.2003</u>
PAY TYPE:	<u>C</u>	ADA CODE:	<u>WC1</u>
PAY DAYS:	<u>216 or 261</u>	FUNCTION:	<u>Child Care</u>
FLSA STATUS:	<u>Exempt</u>	Classification:	<u>EAP</u>

Draft Developed By: John Wigley, Director – Adult & Community Education

FOR HR USE ONLY:

Labor Relations Services: *Joy Salamone* _____

Compensation & Classification: *Terrilynn Berry* _____

Job Recommendation: *Susan Standley* _____