



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	School Community Relations Coordinator
SCHOOL/DEPARTMENT	Communications
SALARY	Teacher salary scale plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Communications Officer
SUPERVISES	2 Specialists, 10 Site Directors
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The School Community Relations Coordinator performs a variety of supervisory and administrative tasks guiding the development and implementation of the After School Care programs at the elementary and middle school level, summer and intercession enrichment programs, and all activities associated with School Community Relations. Work involves developing and coordinating after-school programming that enhances students' success in school and life, supports the school district's strategic plan and policies, and aligns with the North Carolina Division of Child Development (NC-DKD) required standards and best practices for school-age care. Work involves facilitating professional development for program staff, establishing accountability measures, collaborating with district, community and State agency education and child care personnel, and reviewing and analyzing program data and preparing program reports. The Coordinator regularly visits schools to monitor compliance with district After School Care programming expectations, and to provide support, coaching, guidance, evaluation and feedback to site Directors and staff regarding program strengths and areas in need of improvement.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of county and school board policies, procedures and standards regarding the delivery of education, enrichment, and recreational services to students
- Considerable knowledge of the principles of supervision, organization and administration, especially as they apply to a central office administrator working with site-based staff
- Considerable knowledge of federal and state statutes and regulations regarding provision of services to students in a licensed child-care environment
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of parent education and outreach practices and programs
- Demonstrated skill in providing consultative services to school staff
- Ability to evaluate the effectiveness of existing programs and to make recommendations for improvement
- Ability to work and effectively communicate with diverse groups and organizations both orally and in writing
- Demonstrated ability to develop and conduct effective presentations
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from the information
- Ability to exercise considerable independent judgment and initiative in planning and directing activities and in applying standards to a variety of work situations
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in early childhood development, K-12 education, psychology or other related field
- Minimum of five (5) years of experience working with elementary and middle school students in a school environment
- Program coordination and supervisory experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Certification as a professional educator in administration, supervision, student services and/or teaching (K-12)
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Ten (10) year of experience in child care, teaching or related field with program coordination and supervisory experience

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide effective leadership in the development, implementation and evaluation of system-wide and comprehensive after-school, summer, and intercession enrichment program that expands children's experiences, extends their learning, and provides warm and caring support
2. Collaborate with district, community and state agency personnel to develop and implement programming that supports the district's instructional priorities
3. Choose strategies that meet goals and identify methods to measure progress and success
4. Coordinate the development, communication and implementation of programming expectations, procedures, guides, strategies and tools
5. Provide support and technical assistance to site directors, principals, and staff to encourage and sustain best practices and helps resolve problems as non-routine situations arise
6. Develop program budgets and spending plans, recommends tuition rates, distributes budget information to site directors and principals, and provides leadership to site directors and principals regarding program fiscal and budgetary matters
7. Provide leadership to site directors and principals regarding purchasing supplies, materials and services, in consultation with the Finance Department
8. Develop, identify, coordinate, and present professional development opportunities for After School Care staff
9. Provide coaching, guidance and training to enhance the delivery of the program curriculum; to strengthen the use of program resources; to ensure a safe, secure, nurturing and aesthetically pleasing environment; to effectively communicate with parents and school staff; and to improve the quality of service provided to students and parents
10. Visit schools to observe the After School Care programs, communicate district and departmental vision and expectations and monitor the staff's progress in providing the expected After School Care program
11. Submit oral or written reports of findings and recommended steps for enhancing programs to the Chief Communications Officer, the After School Care program director and principal, and others as directed
12. Design and implement procedures and systems to collect and/or review individual school After School Care program data and documents
13. Compile, review and analyze various program data, prepares reports, and advise the Chief Communications Officer and others, as directed, of discrepancies between practices and programming expectations with recommended steps toward resolution of such discrepancies
14. Develop promotional materials (print and electronic) in collaboration with site and district staff and ensure appropriate dissemination of information
15. Work with agencies that have jurisdiction over licensed school-age child care programs such as NC-DCD and local health department and coordinate efforts to meet agency regulations
16. Serve as liaison between department and district and community contacts
17. Receive incoming telephone calls, emails and written correspondence and provide information regarding program operations, procedures and regulations, or route inquiries to appropriate personnel
18. Attend seminars, conferences, workshops, classes, lectures, etc. as appropriate, to enhance and maintain knowledge of trends and developments in after-school care
19. Review professional journals, attend association and professional meetings, and otherwise maintain contacts with professionals to facilitate exchange of information
20. Oversee activities to prepare for and obtain DCDEE child care licenses and School Age Care Environment Rating Scale (SACERS) assessments

- 21. Provide guidance with how programs can continually comply with agency regulations, fulfill district expectations, and align with best practices for school-age care
- 22. Serve on advisory board(s) and/or community groups as needed
- 23. Perform other tasks as assigned by the Chief Communications Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*