



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	After School Site Coordinator
<b>SCHOOL/DEPARTMENT</b>	Assigned School
<b>SALARY</b>	Hourly
<b>FLSA STATUS</b>	Non-Exempt; hourly position
<b>REPORTS TO</b>	School Community Relations Coordinator
<b>SUPERVISES</b>	After School Program Staff Members
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	15-20 hours per week
<b>NUMBER OF MONTHS PER YEAR</b>	10

### **POSITION PURPOSE:**

The After School Site Coordinator oversees the day to day operation of the School Age Care Program. Specific duties are outlined below.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Verifiable experience working successfully with childcare programs
- Considerable knowledge of requirements for license compliance
- Considerable knowledge of organizational and record keeping requirements necessary for operating a childcare program
- Considerable knowledge of ordering supplies, inventory record keeping, and budget management
- Considerable knowledge of processes for addressing behavioral issues and reporting
- Demonstrated ability to work well with staff, parents and community
- Thorough understanding of early childhood needs and expectations
- Ability to supervise and evaluate staff and volunteer performance and make recommendations for improvement

- Thorough understanding of school age needs and expectations
- Demonstrated success in working and communicating effectively with children

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Diploma or GED
- Minimum of 900 hours of verifiable experience working in a licensed childcare program or a minimum of 1350 hours of verifiable experience working in a non-licensed childcare program
- Must be at least 21 years of age
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must be First Aid/CPR certified
- Must complete Health and Safety Training requirements per the state timeline
- Must complete Recognizing and Responding to Suspicions of Child Maltreatment within two (2) months of employment
- Must complete Basic School Age Care (BSAC) within 90 days of employment
- NC Early Childhood Credential (formerly known as credentials I & II)
- School-Age Care Credential. \*If applicant holds Admin I & II credentials, an 18-month period will be allowed to acquire the School-Age Care Credential
- Must meet minimum number of state mandated professional development hours based on education level
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Associate's Degree from an accredited institution in Early Childhood Education, Youth Development, or related area
- Minimum of three (3) years of experience working in childcare setting

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Program/Activities**

1. Direct all planning of program activities and events
2. Schedule resource people who will provide special programs
3. Maintain program supplies and equipment for use with children, as well as those for office use
4. Ensure that the positive behavior policy is followed by all staff
5. Maintain an adequate library of relevant materials for both staff and parents
6. Conduct safety drills as required for license compliance
7. Participate in the planning of field trips/off-site activities
8. Ensure all program activities are aligned with the state licensing and School Age Care Environmental Rating Scale (SACERS) standards

#### **Administrative:**

1. Oversee the day-to-day operation of the School-Age Care Program

2. Keep daily attendance and afternoon release records; report absences in accordance with Board policy
3. Schedule assignments of group leaders and volunteer personnel
4. In the case of staff absence, find substitute personnel as needed to replace staff
5. Provide a schedule of the day's activities for reference for substitute staff
6. Maintain records for daily afternoon snacks
7. Maintain safe and orderly program environment
8. Keep current and complete files of required child/staff records according to the licensing specifications for information and location of record keeping
9. Keep all required postings current
10. Keep accurate records of inventories of supplies and permanent equipment
11. Supervise the ordering of supplies and equipment for the program
12. Attend monthly coordinator meetings
13. Represent Orange County Schools in all aspects of job related duties

**Communication:**

1. Report persistent behavior problems to School-Community Relations Coordinator, as outlined in the Parent Guide
2. Communicate regularly with the School-Community Relations Coordinator and the building principal to discuss issues regarding the program
3. Collect data from records and prepare reports to include specific information regarding enrollment, snacks, activities, special programming, anticipated needs of the program, behavior problems, and staffing
4. Attend relevant meetings and present information from reports, as requested
5. Interact with parents to keep them informed, answer questions, and address concerns

**Supervisory:**

1. Supervise all staff members to create a harmonious, professional and efficient working environment
2. Supervise volunteers assigned to assist with activities
3. Provide ongoing evaluative and constructive feedback to staff regarding performance
4. Make recommendations for improvement as necessary
5. Prepare and provide professional development of staff
6. In consultation with the School Community Relations Coordinator participate in the evaluation of staff supervised

**Other:**

Perform additional duties as assigned by the School Community Relations Coordinator

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	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.
<b>ACKNOWLEDGEMENTS</b>	
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.*