



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	After School Program Specialist
SCHOOL/DEPARTMENT	Communications
SALARY	Salary Grade 57
FLSA STATUS	Non-Exempt
REPORTS TO	School Community Relations Coordinator
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday (must be able to work until 6:00 PM)
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The After School Program Specialist performs a wide variety of data management, technical assistance, and administrative support duties to support best practices in the district's After-School Care program. Work involves independently using current technology to compile, process, review, analyze and report business, operational and programming data from the various school After School Programs and consulting with site coordinators and principals as appropriate to discuss data trends or areas needing attention. The After School Program Specialist coordinates the After School Program applicant screening and onboarding processes and serves as one of the department's liaisons with Human Resources regarding onboarding activities. The After School Program Specialist also is involved with independently handling a variety of routine and non-routine office management functions. The After School Program Specialist also assists with After School Program training and visits schools to provide support and technical assistance to site coordinators.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the After School Program's underlying principles, goals and objectives and of the department's procedures, operations and activities
- Considerable knowledge of the school district's finance, payroll, purchasing, staffing and professional development functions and of the district's policies, procedures and practices concerning these areas
- Prepare draft budget annually for enterprise and non-enterprise operations of the department
- Considerable knowledge of the NC Division of Child Development and Early Education regulations and the division's child care compliance visit reports, School Age Care Environment Rating Scale quality assessment reports, star-rating components, and the NC Environmental Health Department child care regulations and inspection reports.
- Maintain yearly enrollment numbers for the after school programs/summer camp/intercession camp
- Considerable knowledge of the principles and practices associated with organization, administration, and the provisions of administrative support and technical assistance
- Thorough knowledge of the aspects of the district's online systems for job applicants, substitutes and staff absences, and professional development registration used by the After School Program staff
- Skill in using computers, peripheral electronic devices, common office machines, and popular computer-driven word processing, electronic mail, spreadsheet, data management, presentation and team collaboration software programs
- Skill in composing accurate, clearly stated and concise correspondence and reports and in using correct grammar, vocabulary, spelling and punctuation
- Skill in providing guidance and technical assistance to After School Program sites and staff
- Skill in oral and written communication and in developing and conducting presentations
- 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 learn, interpret and explain policies, regulations and programs
- Ability to organize, effectively process and maintain complete and accurate records, statistics and files and to develop meaningful reports from the information
- Ability to evaluate the effectiveness of existing procedures and to make recommendations for improvement
- Ability to exercise independent judgment, discretion and initiative in completing assignments and in applying standards to a variety of work situations
- Ability to verify documents and forms for accuracy and completeness
- Ability to prepare and process documents such as purchase orders, invoices, and screening assessments; assist the School Community Relations Coordinator with budget and budget transfers
- Ability to read and interpret various financial statements and to reconcile accounts
- Ability to maintain confidential information and to use discretion and good judgment
- Ability to interact and deal with district staff and the public in a professional manner and to respond to questions based on considerable knowledge of the department
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to attend state accredited training sessions on the regulatory environment of child care centers and programs

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's Degree from an accredited institution in child development, education, family studies, psychology, recreation, leisure services, social work, business administration, or a related field
- Two (2) years minimum of experience in the area of after school programs in a licensed, public school after school environment
- Strong data management and administrative support skills
- Any equivalent combination of training and experience which provide the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited institution in child development, education, family studies, psychology, recreation, leisure services, social work, business administration or a related field
- Five (5) years of experience in the area of after school programs in a licensed, public school after school environment

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In accordance with OCS policies and procedures provide data management, technical assistance and administrative support to School Community Relations Coordinator and After School Program office staff and site coordinators and principals to support the district's Strategic Plan and to encourage and sustain best practices in after school programming
2. Utilize current technology and various spreadsheet, word processing and /or file maintenance programs to prepare department forms, spreadsheets, charts and graphs and to enter, store, and/or retrieve information as needed
3. Collect and compile data from varied sources and summarize information
4. Research and resolve data discrepancies and prepare reports
5. Advise appropriate School Community Relations Department staff of data trends and areas needing attention
6. Maintain files of documents
7. Perform business functions (e.g. processes NSF checks, reviews band deposit and DSS attendance reports, prepares purchase requisitions, staff calendars and timesheet templates)
8. Advises School Community Relations Department staff of discrepancies or unexpected data and research discrepancies as assigned
9. Provide guidance to After School Program site coordinators and principals regarding online systems (e.g. finance, purchasing, payroll) and business related responsibilities
10. Perform operational functions (e.g. manages After School Program's NC Division of Child Development and Early Education licensure data related to child care compliance visits, sanitation inspections, quality assessments, and star rating components) and advises appropriate School Community Relations Department staff of data trends needing attention
11. Perform programming functions (e.g. enters professional development course information and participation data into online system, processes training payroll, maintains professional

- development files) and advise School Community Relations Department staff of discrepancies or unexpected data and research discrepancies as assigned
12. Prepare and maintain monthly payrolls for all elementary after school/Young Scholar employees
 13. Provide guidance to After School Program staff and site coordinators regarding online professional development opportunities
 14. Provide administrative support for School Community Relations Department office staff (e.g. establishes and maintains an effective record keeping system for a variety of confidential and routine correspondence, records, and files; maintain and update various documents, drafts information and materials for various purposes, registers staff for conferences and makes appropriate travel arrangements, reviews mileage reimbursement requests)
 15. Ensure accuracy of punctuation, capitalization, spelling and grammar of materials prepared by self and other department personnel
 16. Provide office management support (e.g. screens and routes incoming materials, mail and telephone calls; coordinates the duplication and distribution of department correspondence and resources; prepares and submits copier reports; solicits maintenance and other services)
 17. Triage communications as frontline for School-Community Relations Department
 18. Provide a variety of information to the public and employees utilizing knowledge of district and the After School Program policies and procedures
 19. Help plan and facilitate After School Program training sessions and provide instruction to After School Program site coordinators and principals in relevant areas
 20. Visit schools to assist with more in-depth reviews of program records and to provide support and technical assistance to After School Program site coordinators and principals
 21. May serve as a substitute group leader or site coordinator in emergency situations
 22. Process DSS vouchers for parents, determine monthly fees based on DSS rates, notify parents of voucher end dates, and adjust accounts accordingly
 23. Notify parents via email (or any means available to the parents) regarding their monthly bill, after school update, tax statements, etc.
 24. Generate requisition for the School Community Relations office, all elementary after school programs, Summer Camp/Dolphin Camp and the Young Scholar program
 25. Maintain financial records and ensure expenditures do not exceed budget line items for the elementary After School Program, Summer Camp/Dolphin Camp, the Young Scholar Program and the Middle School After School Program, and any other associated programs within the department
 26. Create registration forms for parents to register their child/children for separate available days/camps, etc.
 27. Create tuition billing schedule for traditional and year round school parents
 28. Create and distribute after school/summer camp/intercession camp information to stakeholders
 29. Maintain weekly attendance records for After School Program at each site
 30. Receive and process facility use requests and maintain facility use files
 31. Prepare and distribute facility use invoices
 32. Provide guidance for planning of intercession and summer camps
 33. Implement logistics support in order to ensure programmatic delivery
 34. Maintain fixed asset list as instructed
 35. Perform duties as assigned by the School Community Relations Coordinator

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.*