

EXTENDED DAY PROGRAM SITE COORDINATOR – BILINGUAL

DEFINITION

Under direction of an assigned supervisor, such as a school site principal, develop, implement and coordinate an extended day program at a school site. Work with the Site Principal and the District's After School Program Coordinator to complete the following Examples of Duties.

EXAMPLES OF DUTIES

Develop, implement and coordinate an extended day program.
Interface with other, related school-linked service programs including, but not limited to Healthy Start, Twenty-First Century Learning Centers, and other extended day programs.
Work collaboratively with parents, school staff, students and community members in all program activities.
Prepare, review, revise and disseminate marketing and informational materials related to extended day programs.
Direct and participate in student recruitment for program participation.
Establish and maintain student attendance accounting and reporting procedures.
Develop and implement program budget, including fee billing and collection.
Train, supervise and coordinate extended day staff.
Supervise and coordinate extended day activities.
Supervise students in all program activities.
Communicate with parents on all aspects of student participation.
Interface with service providers participating in program activities.
Keep accurate and timely records concerning student participation and program activities.
Work with consultants and other staff in program evaluation.
Prepare and present oral, written and statistical reports on program operation and effectiveness.
Coordinate and participate in fundraising and grant writing.
Attend meetings that may occur outside the regular work site and work hours as required.
Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Related District and community programs, services and resources.
Applicable local, state and federal laws, rules and regulations.
Community and human relations.
Oral and written communications.
Interpersonal skills using tact, patience and courtesy.
Meeting facilitation, staff training and supervision.
Principles and practice of developmentally appropriate academic, enrichment and recreational programs.
Coordination and program management, organization and objectives.
Working with families and children.
Grant writing.
Computer and related software.

Ability to:

Work well and collaboratively with diverse community.
Train, supervise and provide work direction to others under Principal and District's After School Program Coordinator's supervision.
Supervise and direct students effectively.
Communicate effectively both orally and in writing.
Identify program needs, develop new programs and enhance existing programs.

Establish and maintain effective and collaborative working relationships with others.
Maintain databases and related accounting systems under Principal and District's After
School Program Coordinator's supervision.
Prepare and edit reports and other materials.
Conduct public meetings.
Develop, monitor and control program budgets under Principal and District's After
School Program Coordinator's supervision.

Education and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be graduation from high school and completion of two years of college and three or more years of responsible experience involving working in youth programs, including supervisory and coordination activities.

License and Certificates:

Possession of a valid California Drivers License.
Current first aid and CPR certificates.

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