

# Red Wing Public Schools Position Description

## School Age Care Coordinator

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### General Information

Department: Community Education and Recreation  
Unit: Non-Classified  
Immediate Supervisor: Director of Community Education and Recreation  
Grade / Point Placement: 18 / 780  
FLSA Status: Exempt

### Position Summary

The School Age Care Coordinator is responsible for the daily supervision and operation of the school aged care program for children in grades K-5.

### Essential Duties and Responsibilities

1.	Supervises, schedules and coordinates personnel issues and needs for all school age programs.  a) Recruits, hires, trains and orients new program personnel. b) Supervises, directs and monitors the daily activities of all program staff. c) Evaluates and assesses the performance of staff. d) Plans and coordinates staff development and training opportunities for program staff. e) Plans, coordinates and makes arrangements for special events and field trips.
2.	Promotes, markets and performs a variety of public relation activities and functions associated with assigned programs.  a) Prepares publicity and promotional materials for the program. b) Promotes and markets programs through social media, websites, new articles, flyers, radio announcements, and/or cable TV promotions. c) Collaborates and works closely with families, district staff, other agencies and organizations in an effort to better coordinate programs and services.

3.	Evaluates school age care programs and activities and recommends changes in programming.  a) Evaluates, monitors and determines the need to improve or enhance program operations, procedures and/or services. b) Conducts on-site observations, discusses issues and concerns of staff, and researches best practices in the field of school aged care services.
4.	Recommends and monitors program budgets, revenues and expenditures.  a) Monitors requests for expenditures to maintain a balanced budget for the program. b) Submits purchase orders for needed supplies, materials and equipment. c) Determines program fees, implements a recordkeeping and billing system for program fees. d) Monitors payments for programs and collects tuition for all accounts in arrears. e) Seeks alternative funding sources to help support the programs and needs of the program. Prepares grant applications and engages in fundraising activities and events.
5.	Attends community meetings and other meetings as required.
6.	Assists in supervising after school programs.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### **Required Education, Training, and Work Experience**

Required Education / Training: 4 years of college preferred

Degree Information: Bachelor's degree preferred

Major Field of Study or Degree Emphasis: Child development, education, community education, recreation, or related area preferred

Required Work Experience: Minimum of 1 year in the planning and implementation of school age care and child care programming

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- CPR certification after hire
- First aid certification after hire

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Fundamentals of supervisory theories and principles.
- Practices, trends and techniques in school age care programming, instruction and age appropriate services.
- Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.
- Fundamentals and basic knowledge of recordkeeping and bookkeeping.
- Use of computers and related software applications and general business equipment.
- Community resources and community organizations within the community.
- Fundamentals of child guidance methods and child management strategies.
- District administrative policies and procedures pertinent to the activities and programs of Community Education.
- Relevant laws, rules, regulations or guidelines pertaining to program and safety requirements.

## **Essential Skills Required to Perform the Work**

- Applying supervisory theories and practices in delegating, monitoring, evaluating and training program personnel.
- Planning, evaluating, implementing, coordinating the delivery of programs, activities, events or services geared toward the clientele served.
- Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.
- Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, expenses and other items.
- Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department.
- Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups, make presentations, receive work direction, and market programs, and/or address problems, issues or conflicts.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a district setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/public/youth/child contact.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Banding: 6/5/18 by Bjorklund Compensation Consulting

Revised: 4/15/16, 7/1/18