



COORDINATOR – BREVARD AFTER SCHOOL

SUMMARY/SCOPE/GOAL

Provide the leadership, development, and supervision necessary for a financially stable and successful childcare program.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent.
- Two years (2) successful experience in childcare or similar program.

PREFERRED/DESIRED:

- Bachelor's degree from an accredited educational institution in Early Childhood, Elementary Education, or a related field preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Department of Children and Families Standards for Quality Afterschool Programs (SQAP-8 hours online as in-service) and Quality Self-Assessment and Improvement for Afterschool Programs (QSAI-4 hours online as in-service); and School Age Certification (72 hours online) complete within 90 days of appointment.
- Preference may be given to candidates holding CDA (Child Development Associate) Certification or Vocational Child Care Training degree.
- American Red Cross or American Heart Association First Aid/CPR/AED certification.
- Complete 12-hours annually of Brevard Collaborative Academy coursework offerings.
- Valid State Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Develop flexible program content for school age children diverse, enriching, and experiential activities.
2. Develop overall program schedule, coordinating with the Principal and community agencies.
3. Administer registration process for children to be served.
4. Model effective teacher and child supervision strategies.
5. Develop and supervise routines for food services.
6. Develop and administer a fee collection process consistent with District guidelines.
7. Serve as a liaison between site staff, school, and center clients.
8. Assure the maintenance of center records (attendance, enrollment, staff, safety, and fees).
9. Assure an adequate inventory of equipment and consumable supplies within specified budgets.

COORDINATOR – BREVARD AFTER SCHOOL

10. Set and maintain reasonable and consistent guidelines in the care and storage of materials.
11. Develop and manage a center budget.
12. Review, approve, and submit reports as required.
13. Orient, monitor, supervise, and evaluate staff.
14. Establish parental support and communicate with parents.
15. Travel to other District sites as required.
16. Attend ongoing training to include District training sessions.
17. Attend Coordinator meetings a minimum of twice per year to discuss issues and concerns.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Extensive knowledge of school age child development; ability to develop appropriate activities for school age child care program; ability to organize and operate program under supervision of the site Principal; considerable knowledge of finance procedures; skilled at preparation of budget and maintain budget controls; ability to keep records and to organize records to prepare reports; ability to apply essential bookkeeping skills; ability to order materials and maintain inventory; ability to relate to children, staff, and parents; ability to supervise and evaluate staff; ability to coordinate and interface with community agencies in developing student activities.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

COORDINATOR – BREVARD AFTER SCHOOL

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Elementary Leading and Learning	DEPARTMENT:	Brevard After School
TITLE CODE:	L3190	CONTENT BY:	District Coordinator – Brevard After School
GRADE:	06	COMPENSATION:	Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	06/14/2016	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 10 Mos. Varies per assignment		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/13/99	Initial Release:	School Age Child Care
2.0	11/20/01	Revised	School Age Child Care
3.0	08/26/03	Revised	School Age Child Care
4.0	05/27/14	Revised	School Age Child Care
5.0	06/14/16	Revised: Department Name Change	Brevard After School
6.0	07/01/20	Revised: New format; Updated Division per district reorg approved 06/16/20; Updated Job Title Code, and Bargaining Unit due to changes made in the minimum salary requirement for FLSA.	Human Resources
6.1	11/30/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.