

Union Public Schools Job Description

Position Title: Assistant Coordinator of Extended Day Program (EDP)
Department: Extended Day Program
Reports To: Extended Day Program Coordinator/Director of Community Education

FLSA Designation: Exempt

SUMMARY: Under the direction of the Extended Day Program Coordinator/Director of Community Education, organizes and manages the Extended Day Program District wide.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develops and communicates program guidelines to parents, Extended Day Program staff and Child Care staff other District employees whose work relates to the Extended Day Program.
- Oversees state licensing of the Extended Day Program; including compliance with licensing requirements and maintenance of accurate and complete licensing records.
- Oversee DHS/Stars Program requirements of the Extended Day Program; including compliance with licensing requirements and maintenance of accurate and complete licensing records.
- Assists with interviewing and recommending new Extended Day Program/Child Care staff to be hired to maintain the appropriate participant to staff ratio.
- Assists with training new Extended Day Program staff/Child Care staff and provides in-service training for all Extended Day Program staff.
- Maintains a list of substitute workers and fills absences as needed.
- Approves and submits Extended Day Program employees' time sheets to the Extended Day Program Coordinator/Director of Community Education.
- Plans, coordinates and evaluates the work of Extended Day Program site supervisors and Camp Co-Supervisors and Child Care staff.
- Selects and requisitions equipment, supplies, and snacks within allocated budget and in conformance with District purchasing guidelines.
- Travels to and spends majority of time at Extended Day Program and Child Care sites to monitor operations and to provide "hands-on" management and direction, and substituting when necessary.
- Provides supervision and must be available to all staff of the Extended Day Program and Child Care during operational hours.
- Utilizes standard computer programs including, but not limited to, Microsoft Office (Word, Publisher, Excel, Outlook), Department of Human Services website/databases, and district software for EDP and/or Child Care programs.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: The employee supervises the equivalent of two or more full-time employees by supervising the Extended Day Program and Child Care staff.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

WORKING HOURS: Employee's schedule will include a regularly scheduled 40 hour work week, Monday through Friday, but will require a minimum of working one evening per week, and the work schedule may require weekend work on occasion. Work day times may vary and will be determined by program needs and will be scheduled by the Extended Day Program Coordinator/Director of Community Education.

EDUCATION and/or EXPERIENCE: Bachelor's degree required; Bachelor's degree in Early Childhood Education/Elementary Education preferred. Related experience in early childhood development education at an administrative or supervisory level.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students and parents.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES: Ability to develop and implement program plans based on District needs. Ability to establish and maintain effective working relationships with program participants, peers, parents, students and community; ability to communicate clearly and concisely in written or oral communication. Knowledge and use of C.P.R. and Heimlich maneuver.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing children on a bike or moving/ rearranging equipment. While performing the duties of the job, the employee must be able to travel between sites. Specific vision abilities required by this job include close vision, distance, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this*

*EDP Assistant Coordinator
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job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud. This employee is responsible for participant's safety and well-being.