

**Vail School District
Job Description**

Job Title: ENRICHMENT PROGRAM COORDINATOR

Department: Community Programs

Reports To: Director of Community Programs

FLSA Status: Non-Exempt

Classification: Level 24

Revised: November 6, 2014

SUMMARY

Supports the Director of Community Programs with the design, implementation and coordination of preschool through 8th grade enrichment programs throughout the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains ongoing professional communications with Director of Community Programs, Regional Site Directors, Site Directors, Community Programs Office Manager, staff, parents and the community.

Assists in the creation of policies, procedures, forms, and materials used in Community Programs.

Supports Regional Site Directors as needed.

Participates, as needed, in staff interviews, letters of counseling, and disciplinary actions.

Serves as a resource for parents by being knowledgeable of community resources, developmentally appropriate practices, and current research in child development.

Collaborates with the Office Manager in the areas of accounting, data collection, technology and record keeping.

Maintains Community Programs yearly planning calendar and making sure deadlines are met and tasks are completed.

Arranges, provides and supervises professional development for Community Programs staff.

Collaborates with Regional Site Directors on a regular basis.

Maintains a work environment that generates trust, collaboration, and caring.

Represents Community Programs at professional conferences, lectures, meetings, and events.

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SUPERVISORY RESPONSIBILITIES

Oversees program coordination at all sites. Has indirect supervisory responsibility over Regional Site Directors and Site Directors.

QUALIFICATIONS

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Minimum: A Bachelor's degree in early childhood education, public relations, marketing or public administration OR a CDA certificate with a minimum of 5 years experience working in early childhood and school-age related programs. Minimum 3 years experience as a childcare site director.

Preferred: Master's Degree in early childhood education, public relations, marketing or public administration.

KNOWLEDGE

Ability to demonstrate current knowledge in Arizona Early Learning Standards, DES, and DHS licensing regulations and NAEYC accreditation requirements.

Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively to students, parents, employees, and members of the community. Ability to write routine reports and correspondence. Ability to effectively present information to top management, public groups and/or governing boards. Ability to communicate effectively with students who have special needs.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card. Ability to obtain CPR and First Aid certifications. Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.

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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. High level of energy and good health required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

The noise level in the work environment is usually moderate.

TRAVEL

This position requires the employee to be able to travel efficiently between school sites and the district office. Travel is occasional in the local area with infrequent trips within the state. Proof of a valid Arizona driver's license and current automobile insurance are required.