

## Lewiston-Altura Public Schools, ISD #857 – Job Description



Job Title: **SCHOOL AGED CHILDCARE COORDINATOR**  
Department/Section: Support - Confidential  
State Job Match: 238  
Title of Immediate Supervisor: District Community Education Coordinator and Administration

### **JOB SUMMARY**

The School Aged Childcare Coordinator of “Cardinal Club” is responsible for daily supervision and operations of the school age and preschool child care program. The program helps parents in the community meet their child care needs. Duties include the supervision and evaluation of all program staff; development of school aged and preschool services and programs; the marketing of its programs/services; the implementation and evaluation of program activities and objectives; monitoring programs activities and functions to assure compliance with district policies, laws or guidelines pertaining to program activities/functions.

### **JOB DESCRIPTION**

The below tasks are listed for the purpose of identifying the appropriate *State Job Match* for this job class and are not intended to be a comprehensive list of all responsibilities and tasks, which may be assigned to this position.

1. Provide integrated curriculum in the area of Preschool and School Age Care including:
  1. Develop and follow appropriate program policies and procedures
  2. Fosters positive relationships with staff, children, families, school personnel, and the community.
  3. Monitor enrollment and ensure appropriate staff to child ratio.
  4. Set program goals and objectives.
  5. Coordinate and conduct field trips and onsite programming.
  6. Interact with children on a daily basis.
  7. Maintain a safe and age appropriate environment for all children.
  8. Planning and implementing new programs and services.
2. Management of program:
  1. Managing, delegating, monitoring, evaluating, and training staff.
  2. Assist in hiring, orientation, evaluation, staffing, and scheduling of staff.
  3. Conduct monthly staff meetings.
  4. Provide ongoing communications with parents via phone, email, and meetings.
  5. Manage inventory of supplies, food, equipment, etc.
3. Coordinate all aspects of program toward attaining and maintaining standards, including:

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1. Evaluate program according to student, parent and community needs.
  2. Share results of program successes and areas for improvement.
  3. Accurately develop and monitor budget.
  4. Create and maintain various files, records and reports both electronically and in paper formats including registration, field trip, attendance, medication, accident, behavior, transportation, etc.
  5. Ensuring program meets DHS Certification standards.
4. Initiate, maintain and coordinate contact with area agencies:
1. Maintain a Parent Advisory Council.
  2. Attend meetings and report to the Community Education Advisory Council, School Board and other groups as requested.
  3. Collaborate with Elementary and Preschool staff to ensure smooth transitions between academics and out of school time.
5. Show advancement toward professional development including:
1. Attend program meetings and training conferences to ensure that program goals and standards are met.
  2. Assist in coordinating professional development for staff.

**QUALIFICATIONS:** Qualified applicants should have a high school diploma, post-secondary training and experience in accounting and computer skills, excellent organizational skills, passion for working with preschool and school age children (ages 3-12), effective interpersonal verbal and written communication skills, experience in supervision and coordination of staff, willingness to adapt rapidly and effectively change to meet program needs, First Aid and CPR certified - offered through the district, ability to work flexible hours, prioritize work and office organizational functions and exceptional problem-solving and decision making skills.

**ORGANIZATIONAL RELATIONSHIPS:** This position reports directly to the District Business Manager and works in various capacities with administration and support staff.

**TERMS/CONDITIONS OF EMPLOYMENT:** Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement. Estimated length of time required for new entrant to achieve acceptable level of proficiency: one year.

**PERFORMANCE REVIEW:** Annual evaluation by the Community Education Coordinator and/or administration.

Updated May 14, 2007

Updated December 10, 2012

Updated May 23, 2017

Updates August 21, 2018

Updates March 22, 2019