



Teaching • Understanding • Serving • Developing

Date: September 2017

Range "Q"

Classification: Classified

Job Description

Extended Day Care Coordinator

DEFINITION

Under the Direction of a District Office Administrator the Extended Day Care Coordinator is responsible for overseeing the Extended Day Care Program.

EXAMPLES OF DUTIES – *Not all inclusive*

- Writes board policies and procedures for the Extended Day Care Program.
- Creates and writes the Extended Day Care Handbook.
- Sets up four Extended Day Care Center's at each elementary school site.
- Interviews, hires, and assists in the evaluation of the Extended Day Care Aides and Extended Day Care Managers.
- Provides appropriate training for all Extended Day Care staff.
- Handle parent/child issues for each Extend Day Care Center.
- Responsible for the bookkeeping and account for the Extended Day Care Program.
- Responsible for all safety issues at the Extended Day Care Program.
- Works with the food Services Department to plan appropriate breakfast, lunch and snacks for the Extend Day Care Program.
- Develop the recreational and tutorial activities for the Extended Day Care Centers.
- Performs other duties as assigned.

QUALIFICATIONS – *Minimum Requirements*

Knowledge of:

- Techniques used in controlling and motivating students.
- Accounting and record-keeping skills
- Safety and nutritional issues and concerns
- Instructional and curriculum areas for appropriate grade level assistance.
- Appropriate subject matter and training techniques.

Ability to:

- Stand and circulate for extended periods of time.
- See, hear, speak for purposes of awareness of student behavior and responding to routine as well as emergency instructions and situations.
- Bend, twist, knell, stoop, run, and crawl

TRAINING and EXPERIENCE – *Minimum Requirements*

- High School graduation or equivalent.
- Two years or more of paid or volunteer experience working with children or children's groups.
- Paid or volunteer experience in Day Care setting.
- Possession of a Child Center Permit or AA in Child Development preferred.
- Emergency procedures that are within the purview of non-licensed medical staff. This would include, but not be limited to: EpiPen injections; administering anti-seizure medications; and, insulin and/or glucagon injections.