

GUILFORD COUNTY SCHOOLS

JOB TITLE: ACES SITE COORDINATOR AFTER-SCHOOL PROGRAMS DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates and directs the After-School Care Enrichment Services (ACES) program at the assigned school. Work involves planning and providing a daily program of developmentally-appropriate, academically-oriented, nurturing and enriching experiences for school-age children. Employee consults with principal and ACES administrative office staff as appropriate, to guide and coordinate program activities. Employee is also responsible for supervising all ACES staff at the assigned school, being accountable for the fiscal management of the program, and establishing communication and maintaining liaison with parents/legal guardians of students enrolled in the program. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Is primarily responsible for ensuring the ACES program at the assigned school provides quality care that expands children's experiences, extends their learning, and provides warm and caring support.

Plans, develops, coordinates and directs program activities in coordination with the school principal and ACES administrative office staff; schedules and supervises ACES staff to facilitate daily set-up and close-down of program, and to ensure children have access to a variety of developmentally-appropriate program resources, interest centers, and activities; engages in activities with staff and the children.

Assists principal in screening, interviewing, and recommending applicants for hire; facilitates staff training; appraises staff and works with principal to resolve staff job performance issues; maintains confidentiality of personnel matters.

Manages and is accountable for the fiscal responsibilities associated with the program including collecting and processing payments, requisitioning supplies, materials, and services, submitting documentation for vendor payments, and managing program's budget.

Coordinates special program activities, field trips, and work of community resource persons.

Prepares and maintains student, staff, business management, and programming reports,

ACES SITE COORDINATOR

records, and other documents as required by or appropriate to the program's administration.

Establishes communication and serves as the primary liaison with parents/legal guardians of students enrolled in program; parents of program activities, procedures, and upcoming events through newsletters and other correspondence, and shares parenting resources.

Uses positive reinforcement and developmentally-appropriate guidance techniques and consequences to encourage appropriate behavior, confers with administrators and parents to resolve behavior issues.

Adheres to district policies and North Carolina Division of Child Development regulations, and carries out procedures established by the district, ACES program, and the school.

Promotes the ACES program at the school, collects ACES enrollment applications, and appropriately places students in an ACES group or on the program's waiting list.

Plans and conducts staff meetings, orients staff and provides on-site training, facilitates staff attending required training, and nurtures creativity and professional growth in staff.

Facilitates the work of substitutes to cover staff absences and ensures appropriate staff to child ratios are maintained, arranges for and prepares a substitute site coordinator to serve during coordinator's absence.

Maintains current certifications in CPR and First Aid; administers basic first aid and medications, and contacts parents or emergency services in case of a child's illness or injury.

Acts as program liaison with school-day staff, principal, PTA and other school organizations.

Receives incoming telephone calls, emails and written correspondence and provides information regarding program operations, procedures, and regulations, or routes to appropriate personnel.

Attends workshops, classes, seminars, conferences, lectures, etc. to meet district professional development requirements and reviews school-age care resources and professional journals as appropriate, to enhance and maintain knowledge of trends and developments in after-school care.

ADDITIONAL JOB FUNCTIONS

May serve as a group leader, assistant group leader, or group leader substitute to meet staff to child ratios.

ACES SITE COORDINATOR

Leads, assists, and acts as a role-model participant in both active and sedentary indoor and outdoor lessons, games and activities; may ride on activity bus or commercial motor coach.

Attends school functions, serves on school committees, and attends school-sponsored training related to the after-school program, as assigned by school or district administrators.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with emphasis in child development, education, family studies, psychology, recreation, leisure services, social work, or a related field and two or more years of child care experience; some supervisory or administrative experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT: Must complete Playground Safety class and Basic School Age Care (BSAC) class within 90 days of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to lead and assist students and staff participating in indoor and outdoor games and activities and to use a variety of equipment and classroom tools such as computers, copiers, calculators, laminators, projectors, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization

ACES SITE COORDINATOR

exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; calculate decimals and percentages; and compute discounts, ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, and to lead physical activities and games and to serve as role-model participant, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the ACES program and its underlying principles, goals, and objectives.

Considerable knowledge of the policies and procedures established by the school and the ACES program.

Considerable knowledge of NC-DCD child care regulations and quality indicators which apply to licensed school-age programs operated by a public school district.

Considerable knowledge of the principles and practices associated with organization, administration, and supervision.

ACES SITE COORDINATOR

Considerable knowledge of the principles and practices associated with early childhood development and education.

Considerable knowledge of the current legislature, literature, trends, and developments in the area of early childhood development.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of procedures to follow in the event of an emergency.

Ability to build rapport with and to provide warm and caring support to students.

Ability to evaluate existing programs and to make recommendations for improvement.

Ability to coordinate, organize and direct the after-school program.

Ability to constantly monitor the safety and well-being of students.

Ability to maintain order and discipline in the ACES program.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.