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## DURHAM PUBLIC SCHOOLS JOB DESCRIPTION

**Job Title:** Coordinator of Programs for Community Education

**Division:** School Leadership Services

**Reports To:** Director of Community Education

**Salary:** Determined by state classified salary scale, Coordinator pay grade

**Status:** Full-Time, Permanent, 12 months, exempt

### **POSITION SUMMARY**

Under limited supervision, performs a variety of supervisory and administrative tasks guiding the development and implementation of the Before and Afterschool (B/ASC), Summer Camp and Intersession programs in the district's elementary and middle schools. Employee is responsible for providing leadership and monitoring the district's B/ASC and Summer Camp programs to ensure quality and that programs follow and adhere to district and the North Carolina Division of Child Development Early Education (NC-DCDEE) rules and regulations. Work involves training, assisting and advising Elementary/Secondary Program Specialists, Managers and school principals, designing and implementing procedures and systems, compiling, reviewing and analyzing various program data, and preparing and presenting program reports. Employee monitors the overall effectiveness of the program, takes appropriate steps to ensure established policies and procedures are followed, and promotes program improvements. Employee directly supervises Elementary/Secondary Program Specialists and program staff.

### **DUTIES AND RESPONSIBILITIES**

1. Serves as the assistant to the Director of Community Education.
2. Receives, mitigates and provides appropriate guidance and responses to any CE employee and/or public complaints regarding department programs or activities.
3. Provides overall leadership to all Full-time, Part-time and contractual staff working in CE programs.
4. Oversees multi-million dollar business operations to ensure profitability and sustain program services conducted by the department.
5. Displays leadership in maintaining fiscal controls and implements cost effective procedures.
6. Develops district B/ASC budget and spending plan, recommends tuition rates, distributes B/ASC budget information to Elementary Program Specialists and B/ASC and Summer Camp Managers, and provides leadership to Elementary Program Specialists and B/ASC and Summer Camp Managers regarding fiscal and budgetary matters.
7. Provides leadership to Elementary Program Specialists and B/ASC and Summer Camp Managers regarding purchasing supplies, materials and services for the B/ASC and Summer Camp programs.
8. Plans for and supervises curriculum development and implementation of academic support and enrichment at elementary and middle school before/after school programs, summer camp, and intersession programs.

9. Supervises program staff and operations to ensure that all programs operate at the highest standards in accordance with North Carolina licensing regulations and “Best Practices” for school age care and summer programs.
10. Evaluates program activities to assure progress in reaching goals and objectives.
11. Supervises the development of daily schedules, manages facility schedules, and plans developmentally appropriate activities for all elementary/middle school programs.
12. Communicates effectively with co-sponsoring agencies, building administrators, and community participants to identify opportunities for collaboration and to provide programs.
13. Recruits and interviews applicants for employment and contractual agreements.
14. Works closely with Human Resources classified technician and the HRMS Administrator to ensure CE departmental processes are aligned.
15. Approves recommendations to hire, resignations, promotions, terminations, transfers, and changes in positions.
16. Facilitates the orientation of personnel to job policies, procedures, and responsibilities.
17. Provides effective leadership in the development, implementation and evaluation of a system-wide B/ASC, Summer Camp and Intersession programs in which each school’s B/ASC program meets district and North Carolina Division of Child Development Early Education (NC-DCDEE) required standards.
18. Establishes goals that support Specialized Services priorities, chooses strategies to meet goals, and identifies methods to measure progress.
19. Provides leadership and assistance to B/ASC and Summer Camp Managers in various areas of the B/ASC program, resolving problems as non-routine situations arise.
20. Supports B/ASC and Summer Camp Managers in the day-to-day operation of the program.
21. Gathers information regarding services provided by B/ASC and Summer Camp programs, observes B/ASC and Summer Camp activities and facilities, and identifies resources to help programs provide age-appropriate instructional and recreational activities in an appropriate environment.
22. Oversees professional development opportunities for staff. Ensures that program staff meet NC-DCDEE licensing professional development requirements.
23. Serves as presenter at local, state, and national out-of-school time conferences and agency workshops.
24. Compiles, reviews and analyzes various program data, and develops program procedures, documents and reports. Maintains program records and reports in accordance with local, state and federal policies.
25. Works with agencies that have jurisdiction over licensed school-age child care programs such as NC-DCDEE and the Durham County Environmental Health Department and coordinates efforts to meet agency regulations.
26. Serves as liaison between department, district and community contacts.
27. Receives incoming telephone calls, emails and written correspondence and provides information regarding program operations, procedures, and regulations, or routes to appropriate personnel.
28. Attends seminars, conferences, workshops, classes, lectures, etc. as appropriate, to enhance and maintain knowledge of trends and developments in after-school care; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.
29. Perform other duties as assigned by the Director of Community Education.

## **EDUCATION AND EXPERIENCE**

Bachelor's level degree in elementary education, community education, family consumer science, recreation, or related field with a minimum of five years of senior level leadership experience; direction of youth and community programs. Level III for Child Care Administrators with the NC Division of Child Development Early Education is required. Master's level preparation preferred.

## **MINIMUM QUALIFICATIONS**

1. Five or more years of experience leading a school-age care or recreation program and supervising staff
2. Experience developing collaborative partners and building relationships with constituents in the community
3. Considerable knowledge of the current legislation, literature, trends, and developments in the area of out-of-school time youth development
4. Experience facilitating professional development sessions for adults
5. Effective verbal and written communication skills
6. Strong public speaking and presentation skills
7. Ability to communicate effectively with students, staff and parents
8. Self-motivated leader who can work independently as well as part of a team
9. Strong interpersonal skills
10. Ability to work flexible hours
11. Ability to organize, prioritize and manage multiple tasks in a fast-paced environment with conflicting time constraints
12. Ability to remain calm and professional in an environment with shifting proprieties
13. Ability to use computer network system and software applications as needed
14. Considerable knowledge of the principles and practices associated with youth during out-of-school time development and education
15. Possess skills in counseling and developing staff
16. Ability to evaluate the effectiveness of existing and proposed programs and to make recommendations for improvement

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

### **Working Conditions:**

- Central Office Environment

### **Physical Demands:**

- Must be physically able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects. Light work usually requires walking or standing to a significant degree.



### **STATEMENT OF PURPOSE**

This document provides descriptive information about the above Durham Public Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Durham Public Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.

Update: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Created/Revised: \_\_\_\_\_