

JOB TITLE: Kid Connection Coordinator, Farmington Community Education

Reports to: Director of Community Education

Job Summary: Coordinate, manage, and supervise the staff, systems, and operations of the district wide school age child care programs. Ensure that all program sites provide safe, nurturing, and quality services to meet the needs of students and families.

Essential functions of the job may include but are not limited to the following:

- In collaboration with the Director of Community Education, develop a vision, strategic plan, set goals and objectives for the programs that support accreditation and the department/district strategic plan.
- Determine staffing needs, recruit, select, train, supervise, and evaluate program staff.
- Maintain student, staff, and accreditation records, including certifications and professional development.
- Supervise programs in accordance with state statutes and provide information and data for the various projects including the Community Education state report.
- Facilitate and oversee curriculum development for site activities and events that align with the district's strategic plan, state guidelines, and developmentally appropriate practices.
- Prepare, monitor, and control program budget expenditures to ensure the program remains self-supported by fees collected.
- Work in collaboration with the Inclusion Coordinator for staffing, training, and budget planning for inclusive programming.
- Create, update, and monitor program listings on the department website and registration system.
- Analyze data and report on department program trends and marketing data. Provide recommendations based on data analysis.
- Represent the Community Education Department on committees, special events, and meetings within the district and community. Represent the program at student and parent meetings.
- Contribute to the Community Education Leadership Team through brainstorming, problem solving, creating processes and procedures, strategic planning, and systems development.
- Initiate, develop, and maintain appropriate communication with parents, children, program staff, principals, and district staff.
- Make recommendations to the Director regarding contract negotiations with bargaining groups.
- Conduct program assessments, evaluations, and surveys with participants, parents, staff, and community members and make recommendations for improvement and development.
- Collaborate with other community education programs, in-district programs, community partners, school building staff, student support services, child nutrition services, and health services to assist in meeting the varying needs of students and families.
- In an ongoing effort for program quality and improvement, lead CCAP process and schedule and attend annual site program visits; maintain and meet all criteria based on current DHS standards.
- Perform other duties as assigned by the Director.

Knowledge, Skills and Abilities Required:

- BA/BS degree in education, child development, or related field preferred.
- Three to five years of successful leadership experience in school age care or preschool including staff supervision, training, evaluation, and program planning required.
- Experience in CCAP preferred.
- Experience providing high quality customer service through listening and problem solving.
- Excellent verbal, written, and electronic communication skills.
- Demonstrates training and experience in group facilitation and conflict resolution.
- Proficient using Windows, Apple, and Google computer operating systems, as well as software systems

such as word processing, spreadsheets, databases, Outlook email, calendar, etc.

- Excellent organizational skills and the ability to work on multiple projects.
- Demonstrate experience with community collaboration and building partnerships.
- Ability to understand and follow data privacy rules and regulations.
- Ability to fulfill job responsibilities with minimum supervision.
- Ability to work a flexible schedule, including evenings and weekends.

Physical Requirements:

- General office working conditions, primarily sitting, using close vision and talking, frequently using keyboard to input information into computer, reaching with arms and hands, occasionally presenting information to individuals or small groups, and lifting up to 20 pounds.