

JOB DESCRIPTION

TITLE: BASE Site Coordinator

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Minimum of two (2) years experience working with children
3. Knowledge of principles and practices pertaining to a child care program
4. Demonstrated aptitude for leadership, initiative and organization.
5. CPR/First Aid Certification.
6. Growth mindset
7. Effective use of healthy communication and de-escalation skills, as necessary, when working with students, parents, and staff
8. Adept at building capacity and empowering self-efficacy in others
9. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

REPORTS TO: BASE Director

SUPERVISES: BASE Program daily and BASE Program Aides

JOB GOAL: To provide students with quality child care and enrichment activities in a safe and familiar school setting.

PHYSICAL RESPONSIBILITIES:

Must be mobile and able to circulate in order to supervise, participate in activities, and manage students.

PERFORMANCE RESPONSIBILITIES: (Typical tasks shall include but not be limited to:)

1. Responsible for planning and implementing the daily activities for BASE students k-6th grade.
2. Responsible for supervising and directing the activities of BASE Program Aides and volunteers
3. Maintains accurate and current information on each student regarding schedules, medical emergency information, contacts, etc.
4. Must relate positively with parents/families.

5. Keeps BASE District Coordinator informed about the status of enrollment at the school site and all relevant BASE issues or concerns.
6. Works closely with Food Service to administer snack/food program and maintain records, ordering, etc.
7. Maintains positive, professional working relationship with School Principal and school staff
8. Adheres to the Lakeland Joint School District policies and procedures.
9. Performs all tasks as deemed necessary by supervisor.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED TO BY:

(Employee) DATE: _____

Adopted: May, 2013