



**Title: KIDS' COMPANY COORDINATOR**

**FLSA STATUS:** Exempt\_\_\_\_\_

**REPORTS TO:** COMMUNITY EDUCATION DIRECTOR

**CLASS SUMMARY:** The Kids' Company Coordinator is responsible for coordinating appropriate academic, social and recreational opportunities to meet the assessed needs of the students within the District, in support of community education initiatives.

**TYPICAL CLASS ESSENTIAL DUTIES:**

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; providing staff inservices, ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe environment; and, making hiring, termination, and disciplinary recommendations.
- Provides customer service and establishes relationships with parents of children enrolled in the program. Works with parents and district staff to plan for and provide reasonable accommodations to ensure student success in the program.
- Addresses and resolves student discipline issues; contacts parents regarding student discipline when necessary.
- Oversees registration and payment processes; maintains financial records for the program.
- Develops and upholds goals, policies and procedures for the program and ensures compliance with local, state, and federal rules and regulations. Collaborates with district personnel as well as local, state, and federal organizations to ensure a high quality program
- Plans, organizes and directs developmentally appropriate program activities and curricula to meet the individual needs of children. Collaborates with staff to prepare and implement curriculum, program activities, field trips, and events. Develops and coordinates youth service learning opportunities.
- Monitors and oversees program budgets; supervises the expenditure of funds; orders and obtains supplies; and prepares school year and summer budget reports.
- Develops a variety of promotional and/or marketing materials, which includes websites, fliers, brochures, handbooks, parents communications, forms, and/or other related items.
- Conducts evaluations of programs for continual program improvement.
- Performs other duties of a similar nature or level.

## **TRAINING AND EXPERIENCE:**

- Bachelor's Degree in Elementary Education or a related field or a minimum of three years of related childcare center experience preferred; or,
- an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## **LICENSING REQUIREMENTS:**

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- None.

## **KNOWLEDGE:**

- Childcare operations;
- Program marketing techniques;
- Bookkeeping principles;
- Inventory maintenance principles;
- Youth learner theory;
- Conflict resolution techniques;
- Customer service and public relations principles;
- Applicable local, state and federal laws, rules, and regulations;
- Mathematical concepts;
- Applicable educational trends and issues.

## **SKILLS:**

- Monitoring and evaluating subordinate staff;
- Prioritizing and assigning work;
- Collecting delinquent accounts;
- Planning and organizing field trips and activities;
- Maintaining appropriate inventory levels;
- Marketing and promoting programs;
- Monitoring a budget;
- Coordinating and implementing youth programs;
- Providing customer service and public relations;
- Operating a computer and using applicable software applications;
- Mediating and resolving conflict;
- Interpreting and applying local, state and federal laws, rules and regulations;
- Collecting, interpreting, and analyzing various forms of data;
- Composing a variety of written documentation;
- Performing mathematical calculations;
- Creating and organizing work schedules;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**PHYSICAL REQUIREMENTS:**

- Positions in this class typically require: stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to blood and other bodily fluids and intense noises.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASSIFICATION HISTORY:** \_\_\_\_\_ Approved by the School Board on 05/23/11