



School Age Coordinator

Position Description

This position is exempt

Reports to: Center Director

Qualifications: Candidate must demonstrate a working knowledge of the regulations related to the Department of Early Education and Care and other regulatory bodies. Individual must have the ability to travel. Candidate must Site Coordinator qualified with at least 5 years experience working with School Age children. The individual must hold a current CPR and First Aid certificate and successfully pass a background record check.

Essential Functions:

- Proficient in verbal and written communication skills
- Display sound judgment
- Posses well developed leadership skills
- Maintain effective and positive communication with staff and parents
- Provide leadership to ensure programs and services are successfully delivered through teaching staff.
- Ability to facilitate/trouble shoot programs that require attention

Specific Responsibilities:

- Assist in assuring all assigned School Age Programs meet EEC licensing and agency standards
- Assist in the implementation of after school curriculum that reinforces Massachusetts Standards and Frameworks
- Assist in implementation of QRIS in assigned school age programs
- Provide supervision and performance reviews of assigned School Age Programs
- Conduct staff observations and site visits
- Assist in conducting regular staff meetings to communicate policies and discuss programmatic issues
- Coordinates staff schedules
- Complete enrollment paperwork for new students
- Ensure proper completion of necessary administrative work including updating children's files and taking weekly attendance
- The order supplies
- Participate in training programs, conferences, courses, and other aspects of related professional growth
- Other responsibilities as directed

I have read and understand this job description.

Signature

Date

September 2017