



Site Coordinator

Position Description

Reports to: The Administrator of School Age Programs

This position is non-exempt

Responsibilities: This individual will shape the school age environment within agency guidelines by leading, coordinating and making decisions to develop and maintain a quality school age program. This individual is considered to be part of the management team. Must successfully complete and maintain Background Record Check. The Site Coordinator must complete a satisfactory physical within 6 months of hire as well as complete and maintain first aid and CPR training.

Essential Functions:

- Ability to facilitate /trouble shoot programs that require attention
- Ability to create and implement new educational curriculum
- Possess the necessary skills to evaluate a program and bring about positive results
- Effectively supervise children by sight and sound
- The ability to lift, bend, sit, stand, twist, walk, run and lift up to 40 pounds
- Exhibit general good judgment and emotional maturity and stability
- Maintain clear, effective and positive communication with children, staff and families
- Display effective writing skills
- Well developed leadership skills

Specific Responsibilities:

- Provide leadership to ensure programs and services are successfully delivered through school age staff
- Supervise and insure the safety and well being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group
- Assist with new and renewal licensing requirements when necessary
- Assist with bi-monthly DEEC required employee observations
- Know and maintain child/teacher ratios in compliance with the DEEC
- Knowledge of children's physical, emotional, and developmental patterns and knowledge of learning theories and curriculum development.
- Possess a working knowledge of and adherence to DEEC's regulations
- Possess a working knowledge of and adherence to the Guild of St. Agnes' policies
- Prepare and implement developmentally appropriate curriculum for the children
- Treat children with dignity and respect
- Participate in maintaining a creative environment for children's learning including displaying children's work
- Report to the Director of School Age Programs or Center Director any special needs or problems of individual children and any cases of suspected child abuse or neglect
- Participate in training programs, conferences, courses and other aspects of related professional growth
- Attend monthly after hour staff meetings

- Maintain regular inventory of supplies under the supervision of the Director of School Age Programs or Center Director
- Ensure proper completion of necessary administrative work including weekly attendance and fee collection (when appropriate)
- Scheduled work hours are subject to change
- Other duties as assigned

Qualifications:

- Possess Site Coordinator qualifications
- Effective implementation and knowledge of learning theories and curriculum development
- Ability to build a team environment engaging staff in decision-making

I have read, understand and agree with this job description.

Name

Date