

CAPE ELIZABETH SCHOOL DEPARTMENT
Community Services Division
Job Description

TITLE: Extended School Care Program Coordinator

QUALIFICATIONS:

1. **Education/Certification:** High School Diploma or equivalent plus post secondary credits in Early Childhood Development. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Knowledge of children's developmental levels and ability readiness. Must be CPR/First Aid certified.
3. **Experience:** Demonstrated competence for the design and implementation of programs and activities required for a successful Child Care program.

REPORTS TO: Assistant Director of Community Services/Extended School Care Administrator

JOB GOAL: To provide after school care to children of working parents that includes quality social, educational, and recreational experiences.

PERFORMANCE RESPONSIBILITIES:

1. Program design and implementation in accordance with development levels of children
2. Maintain daily attendance records
3. Assign, supervise and evaluate Day Care staff
4. Responsible for documenting employee hours for the purpose of payroll
5. Requisition program supplies
6. Prepares monthly calendar of activities
7. Maintains and updates student files
8. Insures that the Community Services' philosophy, policies and procedures are adhered to
9. Ensures the safety and wellbeing of all children

TERMS OF EMPLOYMENT: Compensation in accordance with recommendation established by Superintendent and Business Manager. This is a fulltime, hourly school year position.

WORKING CONDITIONS:

Mental Demands: organizing, planning, multi-tasking, supervising large numbers of children, exhibits patience.

Physical Demands: sitting, walking, bending,

Environmental Conditions: Walking outside, slippery surfaces, biological exposure (human wastes and body fluids)

EVALUATION: The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which year action plans and job goals are met.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006