

A.S.E.S
PROGRAM COORDINATOR
CONFIDENTIAL

DEFINITION

Under general supervision of the Superintendent, the Program Coordinator is responsible for overall management of the case management caseload, monitoring quality, assessing risk, deploying staff, and preparing written reports assuring that service plan goals are being met. Provide program administration to grant funded programs to assure quality and compliance with local, state and federal mandates.

PERFORMANCE RESPONSIBILITIES

The job duties of the Program Coordinator include but are not limited to the following:

1. Ability to sustain/renew current grants. Actively seeks out and applies for new grant funding.
2. Establishes and monitors department policies, protocols and procedures.
3. Develops staff training and skill improvement programs as needed.
4. Provides an educational and stimulating environment to effectively meet the needs of the children in the after school program in the following manner:
 - a. Coordination of curriculum and program planning to implement a developmentally sound curriculum to enhance the intellectual and social well being of students by ensuring themes, lesson plans, and activities are connected to the instructional day with grade appropriate Content Standards, Benchmarks and Pacing Calendars. Maintain student files, enter attendance and assure transportation of students is complete before leaving campus.
 - b. Responsible for hiring, training, guidance and supervision of qualified personnel. Conduct evaluation performance reviews and disciplinary actions for staff. Instruct and mentor paraprofessional staff on positive discipline techniques, communication to guide youth behavior, techniques of student instruction and delivery of instructional materials while maintaining a ratio of 20:1.
 - c. Promote after school programs to instructional day staff, parents and community to facilitate partnerships that will provide enrichment studies that meet or exceed state standards, promote student enrollment and retention to maintain the maximum allowed.
 - d. Coordinate after school enrichment, tutoring and facilities with instructional day classroom teachers and Principals.
5. Organizes and administers program budgets with the assistance of the Accounting Clerk and district business manager.
6. Ensures submission of all required fiscal and evaluation reports to funding sources according to county, state, and federal guidelines. Write grant renewals, seek and write supplemental grant applications.
7. Provides outreach information and marketing. Attend regional and state meetings, after school conferences and trainings as required. (After school conferences and trainings as required)
8. Administers grant funded programs
9. Performs other work related duties as assigned.
10. Establish discipline policy and handle discipline issues to assure a safe environment for students.
11. Participates in program -related meetings as required.
12. Participate in available workshops and training programs as schedule permits.
13. Maintain neat classroom environment. Help to build in children's regular participation in the clean and maintenance of the classroom into the program structure.
14. Monitor the transition of students from academic, to sports, to enrichment activities.
15. Administer basic first aid as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited school in counseling, social work or clinical social work, psychology or clinical psychology preferred or multiple subject Teacher Credential. Two years of experience in a supervisory capacity is preferred. Knowledge of the principles, procedures, techniques, trends, and literature of case management; knowledge of social aspects of the scope and activities of health and welfare agencies; ability to plan and direct the work of others; ability to establish and maintain the confidence and cooperation of persons contacted in the course of the work of subordinate staff. Experience administering grant funded programs, and meeting compliance with local, state and federal mandates.

Knowledge of:

1. Knowledge of theory, research, methodology, and effective practices in program administration, adolescent development and school based prevention programs.
2. Knowledge of resources supporting child and youth services within Kern County.
3. Knowledge of school policy, procedures, and statewide legislation and initiatives that impact school based social services.

A.S.E.S
PROGRAM COORDINATOR
CONFIDENTIAL

Ability to:

1. Ability to communicate effectively both orally and in writing; prepare reports based upon data and research using appropriate technology.
2. Experience in development, implementation, and administration of grant-funded programs.
3. Experience in leadership roles as it relates to prevention programs at both school and district levels.
4. Ability to work with individuals of diverse backgrounds in a collaborative environment.

- | | | | |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

- | | |
|----------|--|
| <u>4</u> | a. Ability to sit for extended periods of time. |
| <u>3</u> | b. Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | f. Ability to bend and twist, kneel and stoop. |
| <u>2</u> | g. Ability to lift 50 lbs. |
| <u>2</u> | h. Ability to carry 50 lbs. |
| <u>3</u> | i. Ability to reach all directions. |

TERM OF EMPLOYMENT

1. Confidential employee
2. 205 work days
3. Children and Family Services Confidential Salary Schedule, Range E, or Administrative salary schedule, Program Coordinator (see chart below)
4. Must have Department of Justice fingerprint clearance and current T.B. clearance
5. Subject to grant funding

EXPERIENCE:

Three years of skilled and increasingly responsible experience in management or supervision in a leadership role

EDUCATION:

Bachelor's Degree and equivalent job experience

EVALUATION:

Performance of this job will be evaluated in accordance with the District and Board Policy

Adopted: July 9, 2002

Revised: June 11, 2013