



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Cardinal Kids Club Coordinator

Department:

Community Education

Unit:**Immediate Supervisor:**

Director of Community Education

Grade Placement:**FLSA Status:**

Job Summary: Under the general direction of the Director of Community Education, the Cardinal Kids Club Coordinator is responsible for leading, coordinating, implementing, and supervising the Cardinal Kids Club Preschool and School Age care childcare program and summer Cardinal Kids Club.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates, monitors and provides leadership to program staff in the daily conduct of the program.
 - Develops enrichment and recreational programs for childcare programming, activities, field trips, special events and staff training
 - Directs for development of collaborative lesson planning between Preschool utilizing best practices
 - Communicates and problem solves with administrators, parents, district personnel regarding student, staff and/or program issues
2. Interviews and makes new hire recommendations for all permanent and temporary Cardinal Kids Club staff including school year and summer instructors and assistants.
 - Conducts staff evaluations and handles personnel issues
 - Develops and provides program orientation and on-going staff development and training opportunities
 - Organizes staffing patterns, on-going schedules and arranges for substitute staff
 - Plans and facilitates all staff meetings and trainings
3. Collaborates with E- 5 programs and staff to design programming that meets the needs preschool and elementary age children and their families.
 - Plans curriculum for the extended preschool program in accordance with district goals, state standards.
4. Assists and makes recommendations concerning fiscal needs and requirements. Responsible for record keeping, billing and fee management of programs.
 - Completes, updates and maintains site record keeping, attendance sheets, student and staff files, and behavior logs with assistance from lead assistants
 - Responsible for tuition invoicing and receipt of payments
 - Monitors payments and follow up with families before recommending for collections
 - Reviews and approves staff time records.
5. Develops, implements and monitors compliance of policies, procedures, operational standards and expectations that ensure effective and successful programming.
 - Makes recommendations to the Director of Community Services concerning related programming and fee changes
 - Makes progress towards continued improvement for programs

- Determine and orders material, supply, equipment, food services and transportation needs with staff assistance
6. Performs other related duties as assigned by the Community Education Director.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's degree
- 1 to 3 years prior work related experience preferred in education or childcare

License/Certification Requirements:

- Certification in first aid and CPR will be required after hire.

Knowledge required to perform the essential functions of the job:

- Knowledge of practices, techniques, and fundamentals of all Cardinal Kids Club programming.
- Fundamentals of supervision and supervisory techniques.
- Knowledge of public relations, marketing and promotion
- Basic knowledge of basic recordkeeping and budget management
- Knowledge of district and community resources and organizations
- Basic knowledge of computer hardware and software and business equipment
- Knowledge of district and community services policies and procedures
- Prompt, regular and dependable attendance.
- Knowledge of SAC, DHS, and early childhood program operational policies and procedures.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Skilled in assigning work, leading and coordinating work activities and priorities of site personnel.
- Oral and written communication skills.
- Supervising staff and groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff.
- Planning and implementing site activities.
- Performing administrative activities involved in maintaining, updating and preparing staff files, records and reports in accordance with requirements.
- Communicating with children, staff, parents, administrators and building personnel regarding concerns, issues and activities. Interactions require the explanation of program operational rules and working with others to gain cooperation and understanding of educational issues/needs

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 50 pounds of force occasionally to move objects and up to 10 pounds frequently to lift, carry, push, pull or otherwise move objects.