



Job Description: School-age Program Coordinator

Reports to: Assistant Director

FLSA Classification: Exempt

Job Description Overview

The School-age Program Coordinator:

- Is a key member of the Parent Infant Center (PIC) administrative team who works together to support the mission and values of the organization.
- Is responsible for overall operation and administration of the After School Center and the Summer Camp programs for school-age children from Kindergarten through 4th grades.
- Is committed to sustaining a high-quality school-age program that values partnerships between families and staff.
- Coordinates with the Infant/Toddler Program Coordinator and the Preschool Program Coordinator on center-wide issues.

Position:

- 12 month full-time position.
- Position to begin spring 2023.
- PIC's Afterschool Center serves approximately 100 children who come from 3 neighborhood schools on school days from 3-6pm and 8am-6pm during School District closures.
- PIC's Summer Camp serves approximately 100 children each day during the 9 week Camp program from 8am-6pm.

Essential Functions of the Position

1. Administrative Responsibilities:

- *Program:* Oversee all aspects of program planning, implementation, and evaluation within the guidelines of the center's philosophy, developmentally appropriate practices, regulations for the Department of Health and Human Services (DHS), the Council on Accreditation (COA), and the Keystone STARS Environmental Rating Scales.
- *Transitions:* Assure safe transition of children in the After School Center to PIC through proper training of staff, transportation planning and adherence to safety regulations and best practices. Assure that PIC vehicles are licensed and in good condition.
- *Staffing:* Hire and supervise all school-age program staff (between 10 and 15 staff members) This includes:
 - ✧ Recruiting and interviewing prospective employees
 - ✧ Providing orientation for new staff members
 - ✧ Ensuring efficient scheduling to maintain required staff:child ratios
 - ✧ Maintaining personnel files and professional development records of staff
 - ✧ Scheduling and documenting regular staff meetings
 - ✧ Supervising teachers
 - ✧ Conducting written performance reviews of teachers at least annually
- *Record Keeping:* Supervise record-keeping activities of classroom staff and any others required by PIC, DHS, COA, or other entities.

- *Budget Oversight:* Participate in creating the annual budget for the school age programs and monitor expenses monthly.
- *Supply Requisitions:* Order equipment and supplies needed for successful implementation of lesson plans and to meet safety and accreditation standards.
- *Physical Environment:* Supervise use of physical space so that classrooms, common areas and playgrounds are clean and safe. Provide an attractive and welcoming environment in which learning is made visible through children's art work or displays that promote a child's self-esteem.
- *Classroom Coverage:* Substitute school-age program staff who are absent as needed.
- *Auxiliary Professionals:* Coordinate services for rising Kindergarten children with IEPs during the Summer Camp program.

2. Team-Centered Responsibilities:

- *Team Leadership:* Actively participate in regularly scheduled administrative team meetings to address programming, health and safety, facilities, operations, human resources or other concerns. Consult frequently with the Executive Director and the Assistant Director to take proactive measures to address concerns as they arise.
- *Program Support:* Assist in preschool-age classrooms from 10am-1pm during the school year as needed to provide coverage, and to help bridge the Early Learning and School-age programs.
- *Communications:* Keep staff apprised of professional development opportunities, revisions of policy or procedures, and personnel changes through written or electronic communications.
- *Professional Development:* Assess group training needs and interests of individual employees to organize on- and off-site training opportunities. Keep teaching staff informed of professional development and educational opportunities.

3. Organization-Centered Responsibilities:

- *Center-wide Events:* Organize, promote and attend PIC events along with other members of the PIC administrative team.
- *Parent Participation:* Support PIC's participatory approach to child care by actively encouraging parent participation in all aspects of center life.
- *Board Support:* Provide staff support as requested to a Board committee.
- *Advocacy:* Represent PIC and participate in the local and regional school-age child care advocacy and training communities. Create and maintain supportive relationships with administrators from current or potential feeder schools.
- *Program Evaluation:* Help conduct an annual evaluation of the program that includes the opinions of families and staff.

4. Individual Responsibilities:

- Arrive on time for work or contact the Center when delayed
- Be reliable in attendance and give ample notice for absences
- Come to work with a positive attitude
- Approach criticism with a learning attitude
- Communicate directly and avoid gossip
- Be flexible in scheduling to meet the needs of the overall program
- Demonstrate honesty, integrity and commitment to confidentiality
- Show initiative in problem solving and be open to new ideas
- Approach challenges with imagination and a sense of humor
- Create a welcoming, positive environment center-wide by:

- ✧ Being actively engaged with children
- ✧ Speaking to children at eye level
- ✧ Being friendly, warm and affectionate
- ✧ Using appropriate voice and tone
- ✧ Encouraging children's independence and self-help skills

Additional Skills Needed for the Position

- Ability to train and evaluate teaching staff
- Excellent communication skills, verbal and written
- Ability to interact with families in a nurturing, compassionate, and sincere manner
- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos).

Qualifications

- Bachelor's degree in Elementary or Early Childhood Education (or related field) and five years' experience working in an educational setting with school-age children, including supervisory/administrative experience. Master's degree preferred.
- Education and experience requirements must meet current applicable regulations for DHS, COA, and Keystone Stars.
- Knowledge of DHS regulations; Keystone Stars level 4 standards; Council on Accreditation criteria.

Professional Development

- *PDR*: The School-age Program Coordinator is required to obtain 24 hours of professional development per calendar year and maintain a Professional Development Record with annual goals.
- *Workshops and/or Educational Courses*: Attend workshops or courses as requested or required. Share information from these workshops with other members of the administrative team or teaching staff, as appropriate.
- *First aid/CPR*: Complete pediatric first aid training every three years and CPR training annually.

Physical Requirements and Work Environment

- Able to lift up to 50 pounds
- Able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day
- Able to walk up and down steps several times each day
- Able to physically respond quickly in an emergency
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances
- Experienced driver with current license, over 25
- Able to travel to various locations for field trips or outings. On these occasions, public transportation or other modes of transportation may be employed.
- Administrators are expected to stay with children whose families pick up late.

Salary Range: \$50,000-\$56,000

All applicants should submit a cover letter and current resume to Assistant Director Jessica Carter at jcarter@parentinfantcenter.org by Friday, 2/3/23.

Updated January 2023