

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<u>Director</u> <del>Coordinator</del> , Before and After School Child Care
<b>CONTRACT YEAR:</b>	Twelve Months
<b>SALARY BAND:</b>	<u>D</u> <del>C</del>
<b>BARGAINING UNIT:</b>	ESMAB

**MINIMUM QUALIFICATIONS**

**EDUCATION:** An earned m~~M~~aster's degree from an accredited institution.

**EXPERIENCE:** A minimum of ten ~~eight~~ (10) (8) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL QUALIFICATIONS:**

**REQUIRED:** Florida certificate in one of the following areas: elementary education, administration and supervision, educational leadership, early childhood education, or related field is required. Computer skills as required for the position.

**PREFERRED:** Bilingual skills are preferred.

**REPORTS TO:** Chief, Portfolio Services ~~Director, Athletics & Student Activities~~

**SUPERVISION ES:** The position supervises p~~P~~rogram s~~S~~upervisors, technical and clerical staff. ~~None~~

**POSITION GOAL:** To p~~P~~rovide leadership to effectively coordinate and implement successful and quality Out-of-School Time programs. Facilitate enrollment increase and participation, m~~M~~onitor, evaluate and ensure program compliance. Align with the District's strategic plan and vision of student success. ~~To provide district leadership in the planning.~~

development, and implementation of high quality before and after school care programs.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Director ~~Coordinator~~, Before and After School Child Care shall: carry out the performance responsibilities listed below.**

1. Provide leadership, guidance and establish the expected quality for Out-of-School-Time programs on district school campuses; including ~~which includes:~~ before care, after care, non-school days and summer camps (extra-curricular activities). ~~coordinate, on a county wide basis, all administrative and programmatic components and activities of the program.~~
2. Research, improve, and administer effective systems and solutions for planning, developing and implementing highly successful and quality program resources to promote quality standards. ~~assist in the development and distribution of a reference document (to be revised and refined as needed) addressing all aspects of the program.~~
3. Create and increase marketing strategies to grow student enrollment and participation. ~~monitor implementation, maintenance and/or evaluation of on-site programs.~~
4. Establish and implement a sliding fee scale for children of low-income families attending Out-of-School Time programs. ~~conduct, on a regular basis, all meetings of the Before and After School Care Review Panel.~~
5. Evaluate each program for competency and effectiveness; share results with school principals, who disseminate to the School Advisory Councils/PTA/PTO. ~~develop and coordinate training for Before and After School Care staff in coordination with Human Resource Development.~~
6. Build an effective infrastructure to ensure compliance with ~~f~~ Federal and ~~s~~ State laws, meet District requirements; as well as adhere to School Board policies. ~~monitor the fiscal procedures implemented at various sites and offer assistance in compliance with all School Board adopted record-keeping/attendance policies.~~
7. Provide problem resolution to inquiries and complaints from parents, employees and the public, as assigned by Chief Portfolio Services Officer. ~~evaluate, in cooperation with School Advisory/PTA/PTO committees and Program Evaluation, individual program efficiency and effectiveness.~~
8. Utilize knowledge and experience for guidance and ~~for~~ school district interaction with federal, state and local programs, projects and grants. ~~develop and assist schools to implement a program that provides age appropriate activities and experiences to enhance the development of participating children, in coordination with Program Evaluation.~~
9. Support Out-of-School Time school district programs with technical assistance and a data management system to fiscally and accurately manage their programs. ~~maintain accuracy and confidentiality of all records.~~
10. Direct and guide Out-of-School Time programs in implementing age appropriate programs, with activities to enhance and encourage learning. ~~develop and implement a plan for a sliding fee scale which would address the needs of low income families whose children need after school care.~~

11. Facilitate and chair meetings with constituents including, auditors, principals, teacher leaders, central offices, site supervisors and community organizations. assist with writing of grants related to school-aged child care.
12. Participate on local and state committees related to Out-of-School Time programs. serve as liaison to University contact persons to coordinate the recruitment, training and evaluation of the use of university students in staffing programs.
13. Serve as a liaison to university and college contacts to recruit, train; and facilitate the potential employment of students in the Out-of-School Time programs. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
14. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
15. Provide customer service assistance to schools and other School Board entities to provide problem resolution and quality services. review current developments, literature and technical sources of information related to job responsibility.
16. Provide professional development and technical assistance to administrators, teachers, supervisors, staff and community partners. ensure adherence to good safety procedures.
17. Promote and perform activities in compliance with equal employment and nondiscrimination policies of the School Board of Broward County. follow Federal and State laws, as well as School Board policies.
18. Monitor implemented fiscal processes and procedures and offer assistance in compliance with School Board recordkeeping and attendance policies. perform other duties as assigned by Director, Athletics and Student Activities or designee.
19. Maintain accurate and confidential records.
20. Attend local and national Out-of-School-Time related meetings and functions to improve the quality and standards of Out-of-School-Time programs.
21. Participate in training programs to increase skills and proficiency related to Out-of-School-Time programs.
22. Ensure adherence to good safety practices and procedures.
23. Perform other duties as assigned by the Chief Portfolio Officer, Portfolio Services direct report and assigned by the Superintendent.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Works with principals to develop and implement a program that provides age appropriate activities and experiences to enhance the development of participating children, in coordination with Program Evaluation. The Director, serves as the liaison to uUniversity contacts persons in order to coordinate the recruitment, training and evaluation of the utilization use of university students participating in staffing programs.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 7/23/91 &

Adopted: 8/20/91

Title Change: 5/19/92

Alignment Title Change: 3/19/96

Organizational Chart: 4/13/99

Effective: 7/1/99

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Revised: 01/22/10

2009-2010 Organizational Chart