



## COORDINATOR – PROGRAM DEVELOPMENT FOR BREVARD AFTER SCHOOL

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### SUMMARY/SCOPE/GOAL

Develop, coordinate, and provide training activities for school age childcare programs. Provide support and assistance to Site Coordinators and staff. Monitor school age childcare programs.

### QUALIFICATIONS

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- High School diploma or equivalent.
- Minimum of three (3) years' experience in working with school age childcare programs required.

##### PREFERRED/DESIRED:

- Bachelor's Degree from an accredited educational institution in Early Childhood, Elementary Education, or a related field preferred.
- Minimum of three (3) years' experience in working with school age childcare programs with Brevard County Public Schools preferred.

#### CERTIFICATIONS/LICENSES/TRAINING:

##### REQUIRED:

- Preference may be given to candidates holding CDA (Child Development Associate) Certification or Vocational Child Care Training degree.
- Valid Florida Driver's License.

##### PREFERRED/DESIRED:

### PERFORMANCE RESPONSIBILITIES

#### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Assist in the planning and development of the after-school programs sites throughout Brevard County.
2. Serve as a member of the School Age Child Care Task Group.
3. Facilitate Program Team Meetings at schools with 21<sup>st</sup> CCLC programs.
4. ~~Assume the duties as District Coordinator in his/her absence.~~
5. Communicate quality school age childcare program standards to school administrators principals, site coordinators, and childcare personnel.
6. Develop program activities and curriculum materials that support the school and site childcare operations.
7. Communicate appropriate behavior standards, develop discipline plans, and assist with ADA accommodations.
8. Meet with sites to assist with family and volunteer involvement.
9. Support and involve appropriate community and enrichment activities.

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10. Assist in developing District policies and procedures regarding quality programs and monitoring and assessment tools.
11. Meet regularly with program site coordinators to facilitate implementation of developmentally appropriate practices for school age childcare.
12. Conduct staff development and training activities for school age childcare program personnel on a regular basis.
13. Monitor school age childcare program sites relative to quality assurance.
14. Review, approve, and submit reports as required.
15. Orient, monitor, ~~and coach~~ ~~supervise~~, ~~and evaluate~~ staff.
16. Travel to other District sites required.
17. Attend ongoing training to include District training sessions.
18. Attend Coordinator meetings ~~as needed, minimum of twice per year~~ to discuss issues and concerns.

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### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Demonstrated coordination and leadership skills; skilled at applying sensitivity in working with target populations; demonstrated written and oral communications skills; thorough knowledge of quality childcare standards and staff development; ability to articulate quality childcare standards involving program activities, safety, health, and nutrition. Ability to collect and analyze data from a variety of sources to evaluate and make recommendations; ability to work collaboratively with other ~~departments, community agencies, and~~ organizations. Ability to apply self-discipline and initiative; ability to follow all federal, state, and district guidelines.

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#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

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**FOR HR USE ONLY:**

<b>DIVISION:</b>	Leading and Learning	<b>DEPARTMENT:</b>	Elementary Leading and Learning
<b>TITLE CODE:</b>	C2004	<b>CONTENT BY:</b>	District Coordinator – Brevard After School
<b>GRADE:</b>	E	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	1010 PTS	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	<a href="#">Submitted 5/30/2023</a>	<b>CLASSIFICATION:</b>	<a href="#">Karyle Green, Ed.D.</a>
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	7/24/2003	Developed	District Coordinator – BAS
1.1	1/28/2014	Revised	
1.2	2/29/16	Revised	
1.3	12/01/20	New Format	Ellie Kelly – Human Resources
1.4	11/30/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
<a href="#">2.0</a>	<a href="#">5/1/2023</a>	<a href="#">Updated to meet current program</a>	<a href="#">Karen Ivey, Ed.D.</a>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.