



ASSISTANT DISTRICT COORDINATOR - BREVARD AFTER SCHOOL

SUMMARY/SCOPE/GOAL

Coordinate and monitor child-care and after school programs in support of the district's objectives. Provide in-service and resources for district; provide support and assistance to site coordinators, child-care, and other after school program staff.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent.
- A minimum of three (3) years' experience in working with school age child-care 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 child-care programs with Brevard County Public Schools preferred.
- Minimum of one (1) year experience in working as a Coordinator-Program Development with Brevard Before and After School.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- CDA (Child Development Associate) or equivalent Certification or Vocational Child Care Training degree or School Age Certification (72 hours online).
- 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. Assume the duties as District Coordinator in his/her absence.
3. Communicate quality Brevard After School program standards to principals, program development coordinators, site coordinators, and child-care personnel.
4. Meet regularly with program development coordinators, and/or program site coordinators to facilitate implementation of developmentally appropriate practices for Brevard After School care.
5. Coordinate staff development and training activities for district and school level school age childcare program personnel on a regular basis.
6. Monitor Brevard After School care program sites relative to quality assurance.
7. Assist in interpreting school board policies, State Board rules, and Florida Statutes relative to Brevard After School matters.

ASSISTANT DISTRICT COORDINATOR - BREVARD AFTER SCHOOL

8. Assist in the marketing and public relations coordination of after school programs to parents and other agencies in the community.
9. Serve as In-Kind coordinator to after school grant programs.
10. Assist the District Coordinator and director in the planning preparation and monitoring of the annual budget.
11. Assist in developing District procedures regarding quality programs and monitoring and assessment tools.
12. Assist District Coordinator in orienting, monitoring, supervising, and evaluating staff.
13. Monitor and evaluate staff development and training activities for school age childcare program personnel on a regular basis.
14. Travel to other District sites required.
15. Attend ongoing training to include training sponsored by the FLDOE, and District training sessions.
16. Assist the District Coordinator in planning and facilitating Coordinator meetings, meetings with vendors and In-Kind partners.

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 ability to perform after school program analysis and generate productivity & efficiency reports. Demonstrated coordination and leadership skills; and success and sensitivity in working with target populations; demonstrated written and oral communication skills; knowledge of curriculum and staff development. Extensive knowledge of state and local laws and regulations as applied to childcare operations. Ability to collect and analyze data from a variety of sources, evaluate data, and make recommendations. Ability to work cooperatively and collaboratively with other departments, community agencies, and organizations; demonstrate self-discipline and initiative; follow state and district guidelines.

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.

ASSISTANT DISTRICT COORDINATOR - BREVARD AFTER SCHOOL

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) 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. 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 occasionally.

FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Elementary Leading and Learning
TITLE CODE:	C1999	CONTENT BY:	District Coordinator – Brevard After School
GRADE:	13	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	submitted 5/30/2023	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE	8 hrs. – 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	7/6/05	Developed	District Coordinator – BAS
1.2	2/26/16	Revised	
2.0	12/01/2020	New Format	Human Resources
2.1	5/1/2023	Updated to meet current role requirements and responsibilities. Increase pay grade to align with updated responsibilities.	Karen Ivey, Ed.D.

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.