



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Extended Learning Opportunity Coordinator**      FLSA Status: **Exempt**  
 Job Family: **Support Services**      Pay Range: **SS35Y**  
 Prepared/Revised Date: **October 29, 2018**      Job Code: **33524**

**SUMMARY:** Responsible for providing high quality after school and summer extended learning opportunities to the students of Poudre School District. These opportunities include such programs as Camp SOL and PSD After 3 (Club Tres) and comprise 7 schools with approximately 700 participating students. Duties include recruiting, monitoring, and managing student enrollment, attendance, safety, discipline, and staff-to-child ratio; recruiting, hiring and supervising approximate 115 staff members and 40 volunteers; managing funding sources including large grants such as Title I and 21<sup>st</sup> Century, budget management and resource allocation; collaborating with community partners and donors; completing required reports and forms; promoting programs to parents, staff and community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage the daily operation of the Out-of-School-Time (OST) program by creating the program and schedule of activities, monitoring attendance and enrollment, ensuring daily safety of children, and overseeing work of staff and volunteers. Collaborate with District staff, community partners and volunteers to create age-appropriate activities for students and ensure effectiveness of such activities.	D	20%
2. Complete, manage and maintain financial, administrative and state required records and reports. Monitor budgets, grant funds and donations. Interpret and administer local, state and federal rules and regulations regarding grant compliance. Manage administrative records including enrollment forms, student misconduct reports, medication administration and injury/accident reports.	D	10%
3. Recruit, hire, monitor, and evaluate program staff; manage staffing decisions and job assignments based on program needs and resources; assign work, provide training and staff development opportunities, address complaints and resolve problems.	D	10%
4. Communicate program information, promote and market programs, respond to calls, emails and provide written correspondence. Attend and participate in meetings as required. Attending CDE trainings. Represent the program at local, regional, state and national meetings and other forums.	D	10%
5. Attend work and arrive in a timely manner.	D	1%
6. Manage program resources including equipment and inventory management and purchasing and distribution of supplies and materials. Schedule facilities for after-school and summer programs.	W	15%
7. Collaborate and maintain communication channels with community partners and vendors.	W	5%
8. Conduct program evaluation, monitor effectiveness of various programs, provide and present program data to provide ongoing monitoring. Collect and analyze data and prepare reports required by local, state and federal agencies. Collaborate with directors and principals to develop, implement and analyze program data and share with stakeholders.	M	10%



9. Seek new funding opportunities and apply for new funding sources. Manage contracts with partners and vendors, ensuring compliance with PSD policies.	M	10%
10. Articulate effective out-of-school time practices by identifying best practices, developing and implementing comprehensive improvement plans, develop professional development opportunities for staff and align OST programs with district goal and initiatives.	M	5%
11. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s degree or two-year college certificate in education, early childhood education, or human service field, Bachelor’s degree preferred
- Three to five years of experience providing extracurricular, enrichment or after/before school program opportunities for students ages K-12 required
- Experience with managing a large program, including budget, hiring and supervising of staff also required

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of community resources and partners
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Program Volunteers	average 40
	After School Paraprofessionals, Tutors, & Instructors	110
	After Hours Site Facilitator	3

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; and assisting with addressing complaints and resolving problems.
- May be responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit		x		
Use hands to finger, handle or feed	x			
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy			x	
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile			x	
Negotiate		x		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	