

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Kids Camp Coordinator
Job Family: Student Support
Department: Student Services and School Based
Typical Work Year: 9 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY: Create a safe and enriching after school environment by planning and implementing meaningful activities, providing time for homework completion, tutoring and academic enrichment, recruiting community partners to facilitate activities at the schools, supervising After School Site Aides, communicating with school day staff and parents, and completing necessary paperwork.

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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- | | | |
|---------|------|--|
| D | 50% | Supervise, guide and assist students during tutoring and structured activities to provide developmental stimulation and meet the children's needs. Monitor student behavior during activities, effectively handle student discipline situations and encourage and support positive behavior. |
| D | 10% | Observe the children and monitor the security of the building at all times to ensure the children's health and safety. Distribute medicine to students as directed and provide general First Aid when needed. |
| D | 15% | Create interesting, educational activities to engage the interest of students. |
| D | 10 % | Assist Enrichment Program Supervisor with supervising Kids Camp Aides including assisting the supervisor with interviewing and training employees. |
| D | 10% | Communicate with parents and Enrichment Program Supervisor regarding child or program issues. Record attendance and contact parents regarding absent students. |
| D | 2% | Call parents to get authorization for an unauthorized adult to pick up the student from the program. Check identification of adult. |
| Ongoing | 3% | Perform other duties as assigned. |

EDUCATION AND TRAINING: Must be at least 21 year of age.
Must have one of the following:

- Four year college degree in education, early childhood education, human services, or recreation OR
- Two year college degree OR
- 48 semester hours of college coursework plus six months full time or one year of halftime (paid or volunteer) work caring and supervising groups of four or more children.

EXPERIENCE: Working with and supervising children.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR and First Aid training preferred at hire; required within three months of hire. Medication delegation training required within three months of hire. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Communicate effectively in written and oral form using positive interpersonal skills
- Ability to use effective interventions for at risk learners
- Ability to implement behavior management systems and reinforcement systems
- Non-violent and physical intervention techniques
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Knowledge of first aid skills

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Enrichment Program Supervisor

Direct Reports: Assist in supervising and evaluating Kids Camp Aides

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY: Responsible for reconciling student services and Kids Camp billing.

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			
	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			
	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			
	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			
	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)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

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

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date