

Community Schools of Catawba County
Job Description

Assistant Program Coordinator

Definition:

Under the supervision of the Program Coordinator or designee this employee supports, supervises and interacts with children. The Assistant Program Coordinator works in a supervisory capacity with additional duties and is responsible for the site in the Program Coordinators absence. Assistant Program Coordinators are 12 month employees working at one or multiple locations with children and staff. At times this employee will have duties involving interaction with other departments, outside vendors and multiple school districts.

Tasks:

- Administers standards of behavior and discipline for the purpose of ensuring the safety and well being of students.
- Assists students with homework assignments and make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assures program adherence to child care licensing requirements and other contract requirements
- Supports and supervises group leaders as needed for program success
- Participates in lesson planning and acts as a positive role model to children and staff
- Acts as afterschool management for the purpose of implementing and maintaining services and/or programs.
- Communicates policies and enforcement procedures to students for the purpose of ensuring their understanding and the potential consequences of violation.
- Maintains classroom equipment, work area, students' files/records, attendance records, checking homework for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual students, classroom, library, recreational activities, etc. for the purpose of ensuring a safe and positive learning environment.
- Prepares documentation in standardized formats for the purpose of providing written documentation and/or conveying information.
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.

Knowledge, skills and abilities

- Considerable knowledge and use of proper grammar, vocabulary, spelling and punctuation
- Ability to develop and maintain relationships with children, families, staff and school district personnel
- Skill to operate a computer and keyboarding abilities
- Ability to compile and summarize information
- Ability to access information through a computer network
- Ability to use moderately complex word processing or spreadsheet software programs
- Ability to learn, interpret and explain policies, regulations and programs
- Ability to resolve problem situations
- Knowledge of NC childcare rules and regulations

Employment Requirements:

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- High School Diploma
- Childcare credentials (at or within 6 months of position)

Possible Additional Requirements:

Possession of technical knowledge on licensing requirements through the Department of Health and Human Services Division of Child Development and Early Education, Possession of North Carolina director's credentials

Required testing/training:

TB test
Background check and drug screen
Basic School Age Care
CPR and First Aid
PBIS
CPI (some locations)
Playground Safety

Staff verification of review and understanding:

Assistant Program Coordinator: _____

Date: _____