

BEFORE SCHOOL PROGRAM-SITE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the four elementary schools in the district and involves responsibility for assisting in planning, organizing and supervising the activities of elementary students in a before school program funded under the school and community alcohol and drug prevention and education programs. The incumbent is responsible for aiding in coordination, delivery and supervision of structured play activities and basic academic remediation. The work is performed under the general supervision of the Project Director. Supervision is exercised over an adult assistant and any volunteers who assist in the program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes assignments to subordinate child care personnel and reviews work in process and evaluates performance;

Aids in developing and updating curriculum suitable to student's needs;

Consults with teachers and parents to arrange time for make-up or remedial class work caused by student's absence or lack of understanding;

Confers with parents to inform them of child's status, accomplishment and problems while obtaining information regarding children's individual needs;

Directs and conducts activities of students in the program on a daily basis and formulates short and long range plans and schedules for play and remediation activities;

Keeps staff informed on health and behavioral problems of the students;

Keeps records of daily attendance, payroll, program activities and special projects and arranges for equipment used in the program;

Recommends the purchase of ongoing supplies and materials relating directly to program projects;

Assists Program Director in planning curriculum units;

Arranges for individual conference times with parents;

Supervises and participates in individual and group activities of the students;

Guides children through exercise, nutrition routines, hygiene and mental health routines;

Aides students in activities designed to improve self-image and esteem, identify roles;

Guides children in "rap-sessions" about making choices, decision making relative to right choices to make;

Oversees the work of adult assistants who provide a leadership role to students in behavior modification;

Disseminated printed material concerning the program;

Conducts sessions concerning problems of alcohol, smoking and other substance abuse habits;

Shows audio-visuals for crisis intervention to individuals or small groups for behavior modification;

Assists in identifying students at risk and uses program goals and techniques to provide structured play or basic remediation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of young child development and behavior principles and practices; good knowledge of the principles of effective day care; good knowledge of methods, materials, and equipment used in a day care program; ability to assist in planning and organizing day care programs; ability to supervise the work of subordinate staff; ability to establish and maintain good working relationships with children and others; ability to arrange in-service training programs for volunteers and paid staff; ability to prepare program records and reports.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two (2) college with an Associate's Degree in Nursery Education, Child Care, Early Childhood Development, Early Child Education, Nursing, Recreation, Human Services or a closely related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **AND** six (6) months of full time experience or its part-time volunteer equivalent involving experience in working with children in a school child care program, day care program or children's recreational program; **OR**
- C. An equivalent combination of training and experience, as defined by the limits of (A) of (B) above.