

TITLE: **Horizons – Program Coordinator**

FLSA: Non-Exempt

QUALIFICATIONS:

1. High school diploma or GED
2. Minimum two (2) years related experience preferred
3. Must complete twenty (20) hours of approved in-service training per year and all applicable trainings required by the district
4. Must complete or have CPR & First Aid certification prior to the start of school
5. Must complete twenty (20) hours of applicable DCF child care classes or equivalent education or training prior to the start of school

REPORT TO: Director of Elementary Education

<u>JOB GOAL:</u>	Collaborate with district and school administration to provide a safe, challenging and rewarding experience for Horizons students.
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PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Provides direction to site coordinators and students as appropriate for each academic level using detailed lesson plans, program expectations and structured schedules.
- * 2. Develops, executes and supervises the activities and objectives of Horizons, providing a challenging and rewarding experience, while maintaining the safety and welfare of student using established ratio.
- * 3. Ensures each site maintains a clean and safe environment for Horizons students.
- * 4. Maintains accurate records for the collection, recording, depositing and reporting of Horizons funds.
- * 5. Maintains the accuracy of various program records, reports and databases including but not limited to student information, food service, attendance, tuition billing, discipline records, behavior logs, payroll and transportation requests using data entry, spreadsheets, word documents and record retrieval.
- * 6. Request materials needed and maintains inventory records for equipment and supplies following district procedures.
- * 7. Establishes and maintains effective working relationships with all Horizons stakeholders.
- * 8. Adheres to established standards regarding curriculum, program delivery and technology reporting using requirements established by the district and applicable education systems.
- * 9. Resolves minor, routine administrative and operational issues following the procedures outlined in the board approved manual, handbook and school board policies.
- * 10. Coordinates with school personnel to offer homework assistance and tutoring to Horizons students.
- * 11. Works flexible hours necessary for the efficient operation of the program.
- * 12. Utilizes current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level, job proficiency, current trends, and best practices relevant to the area of responsibility.
- * 14. Monitors program effectiveness weekly through site visits and direct observation.
- * 15. Evaluates program effectiveness through staff, guardian and student surveys.
- * 16. Communicates with families regularly via phone, Remind, newsletter, notes, e-mail, etc.
- * 17. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Responsibilities include interviewing and recommending the hiring of Caregivers; instructing and /or training employees; planning, coordinating, assigning, reviewing the work of others; determining the work hours for others; addressing employee complaints and resolving problems.

PHYSICAL REQUIREMENTS:

Tasks require the ability to exert somewhat strenuous effort in work involving moderate physical activity typically involving some combination of standing; walking; reaching with hands and arms; kneeling; crawling; climbing; balancing; bending; crouching or twisting. While performing the duties of this job, the employee must occasionally lift and/or carry, push and/or pull up to 25 pounds. Manual dexterity is required.

SENSORY REQUIREMENTS:

While performing the duties of this job, tasks require oral communication ability; the ability to perceive and discriminate sounds; visual perception and discrimination; and the ability to distinguish color.

WORK ENVIRONMENT:

While performing the duties of this job, tasks are regularly performed with exposure to adverse environmental conditions, such as outdoor weather conditions and noise.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.