

TITLE ESP (Extended School Program) – System Coordinator (Part time)

QUALIFICATIONS

1. Not less than four (4) years degree from an accredited college/ (copy of diploma or transcript must be submitted upon employment);
2. Valid Tennessee Teaching License with an endorsement in early childhood education (preferred);
3. Advanced degree in administration and supervision;
4. At least two (2) year of documented experience so that with appropriate training, service may be provided in the specific role for which employed; and
5. Meets health and physical requirements.

JOB GOAL

To coordinate child care for before and/or after school care for school-age children at school-based sites

TRAINING

1. During the first year, the system Coordinator shall have evidence of receiving at least thirty-six (36) clock hours of specialized training (i.e. workshops, trainings, or one-on-one consulting sessions or shall earn credit for one academic course in administration, child development, early childhood education, health/safety special needs children or other related field).
2. After the first year, the Coordinator shall annually receive eighteen (18) hours of training.

ESSENTIAL FUNCTIONS

1. Maintain financial records for all extended school programs;
2. Develop and implement a budget for the extended school program;
3. Coordinate activities, events, and trips for consistency within the extended school program;
4. Submit requisitions and make recommendations to the Director of Schools for employment and terminations of workers at the site (school) level;
5. Supervise the extended school program;
6. Submit and maintain appropriate paperwork for state licensure for the school system and each individual school's extended school program;
7. Make regular site visits to assure licensure requirements are being met by each program;
8. Develop and distribute a county-wide ESP handbook;
9. Set and distribute fee schedules for the ESP participants;
10. Order materials, supplies, snacks, and equipment for the ESP programs;
11. Check timesheets and ensure proper adult to child ratio;
12. Coordinate required staff development and training for all sites; and

13. Perform other duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal Working Environment – Expectations are for 240 days from 8:00 a.m. – 4 p.m.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.