



T U L S A

PUBLIC SCHOOLS

**Job Title:** Before/After Care Assistant Coordinator

**Department:** Before/After Care

**Reports To:** Before/After Care Coordinator

**Grade:** CA-14

**Number of Days:** 12 Months

**Security Access:** Grant Building and to all sites for Before/After Care

**Current Date:** November 21, 2016

**Overtime Status:** Non-Exempt

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**Position Summary:** Provide support for the effective operations of the Before/After Care Program.

**Minimum Qualifications:**

- Bachelor's Degree in Early Childhood Education, Elementary Education or closely related field.
- Experience in supervising and mentoring employees.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Conduct site visits to ensure programs are in compliance with Department of Human Services regulations and TPS guidelines.
- Maintain records of site visits, including plan of action for correction of areas of noncompliance.
- Ensures that all Before/After Care employees are registered on the Oklahoma Professional Development Registry (OPDR), and works closely with each employee to develop and follow through with their professional development plan.
- Maintain effective working relationships and communicate effectively with students, staff, parents and administrators.
- Assist with the hiring, training, supervision and evaluation of Before/After Care site supervisors, site assistants and substitutes.
- Participate and assist with planning of monthly staff meetings and trainings.
- Assist with building program enrollment, collecting on past due accounts.
- Maintains a list of substitutes and fills absences as needed.
- Sub at sites as needed.
- Will be the acting coordinator in the absence of the program coordinator. Coordinates staff scheduling and programming for Full Day Programs, (Summer Camp, Winter Break, Spring Break).

- Oversees Department of Human Services/Stars Program requirements of the Before/After Care Program; including compliance with licensing requirements and maintenance of accurate and complete licensing records.
- Selects and requisitions equipment, supplies, and snacks within allocated budget and in conformance with TPS guidelines.
- Travels to the sites to maintain direct presence, ensure quality control, effective use of program dollars, and accountability.
- Maintains close, daily contact with site personnel to receive/provide information, discuss issues, and explain guidelines/instructions.
- Must be available to all staff during operational hours. Communicates program guidelines to parents, Before/After Care employees and other district employees.
- Participates on local and state committees related to afterschool programs.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Thorough knowledge of child growth and development.
- Ability to problem solve and facilitate mediation of challenges and conflicts.
- Excellent human relations skills.
- Ability to engage families and staff in the continuous improvement of the program.
- Working knowledge of DHS licensing requirements.
- Establish and maintain effective working relationships with program participants, peers, parents, and community.
- Communicate clearly and concisely in written or oral communication.

**Supervisory Responsibility:**

- Assists with supervising site staff including site supervisors, site assistants, substitutes and office staff of the program.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- In addition to office responsibilities, conduct regular site visits and sub as needed for staff.

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