

EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Enrichment and Support Coordinator
DEPARTMENT:	Education: Madelaine Halmos Academy
CLASSIFICATION: Exempt /Nonexempt	FLSA Exempt
REPORTS TO:	Head of School
SUPERVISORY RESPONSIBILITY:	Yes
POSITION TYPE AND EXPECTED HOURS OF WORK	Full time position, Monday through Friday Some weekend and evening hours will be required for special events or programming
REVIEWED/REVISED DATE:	September 2020

REQUIRED EDUCATION:

Bachelors Degree in Early Childhood Education/Elementary Education or a related field. Masters Degree preferred.

REQUIRED CERTIFICATIONS:

Background Clearance, CPR/First Aid for Infant through Adult, Director's Credential, Transportation Clearance

REQUIRED WORK EXPERIENCE (YEARS):

Minimum of 3 years experience in an education program and supervision of staff.

REQUIRED QUALIFICATIONS:

- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to work cooperatively with colleagues and supervisory staff.
- Ability to effectively assess reports and research materials and make decisions in the interest of the school and its students.
- Ability to listen, respond appropriately, and make decisions in the interest of the organization and its clients.
- Qualified to drive and operate school vans.
- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc.
- Ability to use computer software to organize information, effectively communicate, maintain data, and develop a variety of correspondences and reports.
- Demonstrate leadership abilities and skillset.
- Maintain open communication, confidentiality and professionalism at all times.
- Follow and enforce organization's policies and procedures at all time as listed in employee and parent handbooks.

JOB SUMMARY/PURPOSE (1325 Character Max):

To provide supervision of the Out of School program (afterschool care, out of school days, summer camp).
To develop and coordinate extracurricular activities and field trips for the organization.

To provide supervision of special and/or interim projects resulting from changes to school-wide programming or enhancing current offerings being implemented ex. Learning Pods (hybrid instructional model including face to face and virtual learning).

To provide clerical support, classroom assistance/management and behavior intervention support as needed.

To lead Out of School accreditation process and application. Once accreditation obtained, coordinate proper documentation, staffing, and programming to maintain accreditation.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employees available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION:

- Supervises and schedules school age staff.
- Develops, implements and coordinates curriculum and instruction, including lesson plans.
- Plan and coordinate field trips for the entire education program.
- Maintains inventory of supplies and equipment.
- Oversee transportation including drivers, scheduling, and transportation logs.
- Oversees extra-curricular activities including tutoring and afterschool partnerships.
- Oversee and supervise staff for parent night and some other special events.
- Maintain oversight of Learning Pods, reporting day to day activities and concerns to Head of School.
- Fill front desk clerical/receptionist functions.
- Give staff support in issues of student behavior management (works with school counselor; conducts incident review and reporting)
- Lead Out of School accreditation process. Assist the team in elementary school accreditation process, application and maintenance.

MARGINAL JOB FUNCTIONS

These are non-essential job functions.

MARGINAL JOB FUNCTION:

- Assist in classrooms as needed.
- Assist in planning and implementing activities for various events.
- Participate in appropriate conferences and training.
- Provides support to interns and volunteers.
- Assist in special projects.
- Research and implement best practice.
- Other programming and administrative tasks as needed.

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a workstation without moving about.	F	3	N/A	N/A

Sitting	Remaining in a seated position.	F	2	N/A	N/A
Walking	To move about on foot or traverse work area.	F	3	N/A	N/A
Pushing/Pulling	May include office drawers, carts.	O	N/A	25 feet	25 pounds
Lifting	Raising or lowering an object from one level to another.	O	N/A	25 feet	25 pounds
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	F	N/A	25 feet	25 pounds

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	O
Kneeling	To bear weight on one or both knees.	O
Crawling	To move freely on hands and knees.	O
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	O
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	O
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	O
Driving	Operate a motorized vehicle.	O

Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	O
Hand: Grasping	To seize and hold one or more objects in one's hand(s). To work with the hands in placing/turning motions.	O
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	C
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language.	C
Speaking/Talking	Ability to express or communicated by voice words and ideas to others.	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	C

WORK ENVIRONMENT AND TRAVEL

Work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job; along with the percentage of travel time expected for the position.

ENVIROMENTAL CONTITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	O
Latex	O
Extreme noise (interferes with normal conversation)	O
Wet or humid conditions (non-weather)	O
Extreme heat (non-weather)	O
Extreme cold (non-weather)	O
Hazardous waste	O

Fumes or airborne particles	O
Toxic or caustic chemicals	O
Risk of radiation	O
Risk of electrical shock	O
Work near moving mechanical parts	O
Vibration	O
Work in high, precarious places	O
Grease or oil	O
Outdoor weather conditions	O

EEO STATEMENT Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack & Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____