

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### COORDINATOR INTERN, ON-SITE – EXTENDED DAY ENRICHMENT PROGRAM (EDEP)

#### JOB DESCRIPTION

**JOB CODE:** 910348                      **BARGAINING UNIT ELIGIBILITY:** Yes  
**FLSA:** Non-Exempt                      **SALARY SCHEDULE:** Alternate

#### QUALIFICATIONS:

- (1) High School Diploma or GED; Bachelor's Degree from an approved accredited educational institution, preferred.
- (2) Minimum of two (2) years successful experience working with children.
- (3) Certification in CPR and First Aid.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to be flexible and perform job functions with minimum supervision. Ability to perform CPR and First Aid. Ability to coordinate, implement, and monitor program services. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with participants, parents, teachers, administrators, district staff, and outside agencies. Skill in use of computer applications.

#### REPORTS TO:

Coordinator -- Extended Day Enrichment Program

#### JOB GOAL

To provide effective coordination as an intern for the Extended Day Enrichment Program (EDEP) at the assigned school level.

#### SUPERVISES:

Assigned personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Participate in structured training in all phases of the EDEP program.
- \*(2) Assume the responsibility as the on-site coordinator of EDEP for any given period of time, as assigned.
- \*(3) Provide on-site coordination as an intern for EDEP (elementary/middle school grades).
- \*(4) Coordinate scheduling of activities offered at the program site.
- \*(5) Supervise and assist personnel.
- \*(6) Collect fees, issue receipts and monitor participant payments, under the direction of the Coordinator.
- \*(7) Arrange substitutes for activity leaders and paraprofessionals, as assigned.
- \*(8) Develop and conduct student needs assessments.
- \*(9) Arrange for transportation services.
- \*(10) Coordinate agreements with community service agencies.
- \*(11) Recruit and train volunteers.
- \*(12) Submit periodic program reports as required using computer.
- \*(13) Monitor the program's budget, under the direction of the Coordinator.

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- \*(14) Procure materials and supplies, as needed.
- \*(15) Administer First Aid and CPR for program participants, as needed.
- \*(16) Arrange field trips; collect permission slips and money.
- \*(17) Compose a parent newsletter.
- \*(18) Serve on district, state or community councils or committees, as assigned or appropriate.
- \*(19) Adhere to applicable safety standards.
- \*(20) Attend all staff meetings and workshops.
- \*(21) Assist with maintaining a clean and orderly environment.
- \*(22) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(23) Communicate effectively with the public, staff members, participants, parents, administrators and other contact persons using tact and good judgment.
- \*(24) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \*(25) Demonstrate initiative in the performance of assigned responsibilities.
- \*(26) Demonstrate support for the school district and its goals and priorities.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Follow attendance, punctuality and proper dress rules.
- \*(29) Maintain confidentiality regarding school/workplace matters.
- \*(30) Maintain expertise in assigned areas.
- \*(31) Manage time efficiently.
- \*(32) Model and maintain high ethical standards.
- \*(33) Participate in cross-training activities as required.
- \*(34) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(35) Prepare all required reports and maintain updated and accurate records.
- \*(36) Represent the district in a positive and professional manner.
- \*(37) Respond to inquiries and concerns in a timely manner.
- \*(38) Perform other duties as assigned.
- \*(39) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- 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 evaluation of personnel.

### **Job Description Addendum No. 10**

Adopted 1/17/12