


**BEMIDJI AREA SCHOOLS  
POSITION JOB DESCRIPTION**

ORIGINATION DATE 9/10/99  
LAST REVISED DATE 10/04  
BAND AND GRADE B 3 1 7

POSITION TITLE: School Age Care Facilitator

IMMEDIATE SUPERVISOR: Community Education Coordinator

  
SUPERVISOR

  
EMPLOYEE

Job Summary (Basic Purpose of Position)

**Develop, implement and evaluate all aspects of the School Age Care (SAC) Programs into a comprehensive School District Plan.**

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p><b>1.00</b> Develop and implement the District's SAC Programs.</p> <p>1.01 Conduct and evaluate assessments to develop comprehensive SAC guidelines, develop community collaboration, and develop and implement SAC programs according to the guidelines.</p> <p>1.02 Develop public relations materials regarding the program, including advertising, human interest stories, etc. utilizing print and television media, program web site, flyers and other written materials.</p> <p>1.03 Develop and monitor program budget including appropriately setting program fees in accordance with regional rates. Ensure that proper billing procedures and related records are properly prepared and maintained. Ensure that appropriate levels of inventory and supplies are available in keeping with program goals.</p>	<p>B2</p> <p>B2</p> <p>B2</p>	<p>10%</p> <p>5%</p> <p>10%</p>	<p></p>	<p>Knowledge of:</p> <p>1. Appropriate School Board Regulations.</p> <p>2. School District Early Childhood and Child Care Programs and practices.</p> <p>3. Accounting and budget skills accurate, update on regional rates, inventory and supplies prepared and maintained.</p>	<p>1.01 Assessment on file.</p> <p>1.02 SAC guidelines on file.</p> <p>1.03 SAC Budget, billing, inventory and supply records on file.</p> <p>1.03 State and Federal record keeping requirements are met.</p>
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REGULAR ROUTINE DUTIES List of Things to accomplish in Major Job Function.	BAND/ GRADE	TIME	% OF WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.04 Analyze program budget and compile data to present Community Education Director quarterly and to the Com Ed Advisory Council annually.	B2	3%		4. Knowledge of Financial management	1.04 Accurate budgets presented.
1.05 Develop & coordinate academic improvement curriculum, specifically in math/reading, collect and analyze pre & post test data for academic improvement goals.	B2	3%		5. Knowledge of curriculum development and analytical skills.	1.05 Data collection and analysis done.
1.06 Seek grants and other sources of revenue enhancements such as volunteers, work study students, etc.		5%		6. SAC knowledge and creativity and revenue sources up to date. Grant writing understanding and skill.	1.06 Grants on file, work study program and volunteers hired and monitored.
1.07 Develop and update program materials such as parent communication, including parent handbook and registration materials.		3%		7. Compiling and monitoring all information. Write and speak clearly, design, compose and illustrate.	1.07 All materials accurate and on file.
1.08 Collaborate with other School District personnel regarding transportation, food service, custodial services, health services and other program needs.		2%		8. Organize and compile all data, human relations, communication skills and knowledge of all District programs.	1.08 Collaboration done on a timely manner, evidence on file.
1.09 Prepare and analyze program evaluations, making appropriate program improvements as needed.	B2	3%		9. Critical thinking process, objectivity and evaluation processes.	1.09 Evidence on file. Improvements made.
1.10 Schedule and coordinate facility use at all elementary sites and summer site, working with principals and other school staff.		1%		10. Compiling and monitoring all information.	1.10 Accurate facility requests on file.
<b>2.00 hire and train SAC Staff</b>					
2.01 Recruit, select and train all school age staff in the district, including after school and full-day summer programming, and assist in the recruiting and selection of training of staff in additional Community Education areas.	B3	7%		1. Maintain interpersonal relationships. District hiring procedures, employment law	2.01 Staff are hired as needed.
2.02 Create and provide systems to support Site leaders in leading the staff and over all care at each school.		3%		2. Personnel insights, communication, supervisory skills, District hiring procedures.	2.02 Oversight of all staff according to procedures. Program staffed.

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<b>hire and train SAC Staff</b>					
<b>continued:</b>					
2.03 Develop systems for staff development and mentoring for new and existing employees, substitutes, and volunteers in the program. Assist the site leaders in establishing and providing additional mentoring and on-the-job training for their assistants. Develop systems to improve job satisfaction and morale to reduce turnover.	B2	10%		2. Communication skills, human relations exhibited and knowledge of all systems developed. On the job training completed.	2.02 Staff development completed. Evidence on file. SAC guidelines and training materials on file.
2.04 Observe and evaluate job performance of SAC staff.	B3	5%		3. Evaluation procedures.	2.03 All staff evaluations are on file and comply with District time lines.
2.05 Develop and review information for staff including staff handbook, correspondence, handouts, video training presentations and face to face trainings as needed.		3%		4. Staff development completed.	2.04 Accurate and up to date information and correspondence completed.
2.06 Educate and monitor staff in developing program procedures in accordance with established mission, policies and guidelines, such as behavior guidance, tutoring, improving academic achievement, behavior management techniques, parent relations and school relations.	B2	5%		5. Ability to convey in a sensitive manner and knowledge of all policies and guidelines.	2.05 All staff educated and monitored as needed.
<b>Support Services:</b>					
3.00 Assist the Community Education Director in carrying out additional responsibilities to further the mission of Community Education.	B2				
3.01 Represent Community Education in local and regional committees, task forces and focus groups.	B2	5%		1. Community minded and communication	3.01 Meeting attendance is regular.
3.02 Develop assessment tools to evaluate the effectiveness of Com Ed. in meeting the needs of the community and strategic plans regarding the future direction of Community Education.	B2	5%		2. Data analysis abilities; others as above	3.02 Evidence on file.

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**Support Services: CONTINUED**

3.03 Collaborate with school district groups to develop programming to benefit the district and community as a whole.

3%

3.04 Manage the development and maintenance of the Community Education Web site.

B2

5%

3. Organize and compiled data  
Communication with Webmaster.

3.04 Accurate information is submitted.

3.05 Participate in Community Education staff meetings and various task forces and sub-committees, as needed.

B2

5%

3.05 Attendance is regular, evidence on file.

3.06 Provide presentations to leadership and School Board annually, regarding analysis of academic improvement data and other program accomplishments.

2%

3.06 Presentations are made.