

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE: 09/22/00
 LAST REVISION DATE: 10/04
 BAND & GRADE: B 3 I 7

POSITION TITLE : Youth Program Facilitator

IMMEDIATE SUPERVISOR: Community Education Coordinator

Job Summary (Basic Purpose of Position)

Develop, implement and evaluate Youth Programs, Services and Special Youth Family Activities integrated into a comprehensive School District Plan.

~~SUPERVISOR~~

~~EMPLOYEE~~

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

1. Develop and implement Youth Programs . including: Youth Enrichment, AmeriCorps, Intramural Sports & 21st Century				Knowledge of:	
1.01 Implement community wide; plus specialized assessments of youth needs. (annually, plus summer.)		1% W		1. Appropriate School Board Regulations	1.01 Assessment on file.
1.02 Analyze and evaluate assessments in development of comprehensive Youth Plan.		1% W		2. School District athletic programs and practices.	1.02 Youth plan on file.
1.03 Develop and implement community collaboration, plus Advisory Council approval on Youth Plan. Youth Programs according to Youth Plan.		4% W		3. Community Education policies and philosophy.	1.03 Guidelines and Youth Programs on file.
1.04 Develop and Coordinate Academic Math & Reading components of Youth Programs with Title 1 and Targeted Services.	B2	8%		4. Youth Plan knowledge and creativity.	
1.05 Attend Community Education staff meetings and appropriate workshops (District, State and Federal).		2% W		5. Write and speak clearly.	1.04 Math & Reading data on file.
1.06 Schedule and reserve all necessary facilities for Youth Programs.		2% W		6. Courteous and cooperative. 7. Work with general public. 8. Compiling and monitoring all information. 9. Develop flyers and advertising . Design and illustration. Composition.	1.05 Attendance regular. 1.06 Accurate facility requests on file.

REGULAR ROUTINE DUTIES List of Things to accomplish in Major Job Function.	BAND/ GRADE	% OF TIME	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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Skills:					
1.07 Develop registration, advertising and class promotions.	B2	5		1. Compiling and monitoring all information.	1.07 Registration is completed in a timely manner.
1.08 Monitor and advise Community Education Director on all emergencies, program participation, staff and budget data.		2		2. Organization.	1.08 Data and budget information is accurate and on time.
1.09 Coordinate inventory and purchase necessary equipment, repairs and supplies.		4		3. Develop flyers and advertising, design compose and illustrate.	1.09 Inventory exists and is accurate.
1.10 Develop and monitor all youth budgets and deposit all fees.		2		4. Organize and compile data information, Access programs. Communication and record keeping.	1.10 Budget and deposits are correct and completed in a timely manner.
1.11 Assist Director in grant writing, development and agency collaboration.		4		5. Write and speak clearly.	1.11 Evidence on file.
1.12 Monitor Grant budgets for 21st Century and Youth Activity Grants.	B2	15		6. Work with general public.	1.12 Budgets are correct&completed in a timely matter.
1.13 Develop Bemidji's 21st Century and Satellite district's budgets (Red Lake, Blackduck and Kelliher,) plus Community partners; Girls Scouts, 4-H, HK/HC and Science Center.	B2			7. Accounting and budget skills.	
1.14 Collect and budget required data for 21st Century Grant, regionally summarize, submit quarterly reports and finalize budget close-out.	B2			8. Grant Writing understanding and skill.	
1.15 Collect and budget required data for AmerciCorps, regionally summarize, submit quarterly reports and finalize budget close-out.	B2			9. Grant Budget understanding and skill.	
				10. Knowledge of Federal and State regulations.	

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME	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					
2. Hire and Train Staff					
2.01 Advertise, recruit, interview and hire staff including; coaches, teachers, referees, for all Youth Programs, paraprofessionals and AmeriCorps staff.	B3	5		Ability: 1. Maintain interpersonal relationships. 2. Personnel insights, communication and supervisory skills.	2.01 Staff, coaches are hired as needed. Oversight of all staff according to District hiring procedures.
2.02 Train and inservice all new staff in compliance and knowledge of District policies and practices.		4		3. Facilitating and organizing small group with communication skills.	2.02 All training materials updated and on file.
2.03 Develop and conduct training for all staff (Youth Sport, 21st Century and AmeriCorps in behavior guidance, cultural sensitivity, current best practice and District focus.	B2	11		4. Ability to convey in a sensitive manner and knowledge of all policies.	2.03 Training in completed.
2.04 Develop staff schedules and staff meetings and communication structures.		1		5. Writing and communication skills.	2.04 Evidence on file.
2.05 Supervise and evaluate staff and programs, submit evaluated summary to Community Education Director.	B3	12%		6. Evaluation procedures.	2.05 All staff evaluations are on file and comply with District time lines.
2.06 Develop integration of staffing activities with other Community Education programs.		3%		7. Human relations skills as needed.	2.06 Staffing and program schedules on on file.
2.07 Train and monitor all staff in Child Parent communications.		2%			2.07 Staff training and staff/parent notes on file.
2.08 Monitor all necessary certification in C.P.R., First Aid, and Licensure.		2%			2.08 All staff certifications and licensures plus expiration schedules are on file.
2.09 Supervise and evaluate Youth Assistant position.		3%			2.09 Supervision and evaluation records on file.
3. Support Services					
3.01 Collect, compile and report quarterly participation and evaluation reports to Community Education Director.		1%			3.01 Reports timely and on file.
3.02 Monitor duplication and competition in programs.		1%			3.02 Duplication policy on file.
3.03 Assist in registration.		1%			3.03 When requested assistance is given.
3.04 Develop rosters for classes, coaches and games.		1%			3.04 All rosters completed on time, copies on file.
3.05 Develop program guidelines as needed.		3%			3.05 Guidelines on file.
3.06 Collect, analyse, develop and annually present Academic Achievement in Math and Reading scores to Administrators and School Board.					