

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE 9/10/99  
LAST REVISION DATE 05/2018  
BAND & GRADE B 3 1 7

POSITION TITLE School Age Care Facilitator

IMMEDIATE SUPERVISOR Community Education Coordinator

**Job Summary (Basic Purpose of Position)**

Develop, implement and evaluate all aspects of the School Age Care (SAC) Program 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?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.00 District SAC Programs.</b>				<b>Knowledge of:</b>	
1.01 Conduct assessments to develop comprehensive SAC guidelines, utilizing state and federal standards and community collaboration	B2	10%		1. District policies and procedures.	1.01 Assessment(s) on file.
1.02 Develop and implement SAC programs according to the guidelines identified through the assessment process.	B2	5%		2. Applicable collective bargaining agreements.	1.02 SAC guidelines on file.
1.03 Develop public relations materials regarding the program, including advertising, human interest stories, etc. utilizing appropriate media, program web site, flyers and other written materials.	B2	10%		3. Early Childhood and Child Care Programs and practices.	1.03 Program materials are up to date and available through multiple sources.
1.04 Communicate with program parents/guardians regarding upcoming events, changes, etc., utilizing flyers, email, electronic messaging, social media, etc.				4. School Age Care programs.	1.04 Information has been communicated to program participants and parent/guardians in a timely manner.
1.05 Plan and coordinate special events for students and families participating in the summer program.	B2	3%		5. Special Education regulations and requirements.	1.05 Special events were planned, organized and implemented.
				6. Management techniques.	
				7. Training procedures.	
				8. Evaluation policies and procedures.	
				9. Discipline policies and procedures.	
				10. Training requirements and content.	
				11. Budgeting procedures.	
				12. Accounting procedures.	

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<p>1.06 Participate in public relations events, such as registration round-up, job fairs, early childhood events, etc.</p>	B2	3%		<p>13. Reports and records. 14. Computer/office equipment information and operations.</p>	<p>1.06 Participated in appropriate public relations and/or informational events.</p>
<p>1.07 Develop and monitor program budget; including, setting appropriate program fees in accordance with regional rates, program costs, etc.</p>		5%		<p><b>Ability to:</b></p>	<p>1.07 SAC budget and related documents are on file.</p>
<p>1.08 Ensure that proper billing, registration procedures and related records are accurately prepared and maintained.</p>		3%		<p>1. Communicate effectively verbally and in writing.</p>	<p>1.08 Billing and registration procedures are up to date and related records are accurately maintained.</p>
<p>1.09 Recommend purchase of equipment and supplies that provide academic, physical, emotional and social growth of students within budget limitations.</p>		2%		<p>2. Demonstrate consistent and reliable attendance.</p>	<p>1.09 Recommended appropriate equipment and supply purchases.</p>
<p>1.10 Provide necessary equipment and training for staff to ensure quality programming.</p>	B2	3%		<p>3. Organize, direct and control workflow and the work of others.</p>	<p>1.10 Staff have equipment and training necessary to provide SAC program services.</p>
<p>1.11 Analyze program budget and compile data to present to the Community Education Coordinator and Community Education Advisory Council as directed.</p>		1%		<p>4. Listen</p>	<p>1.11 Accurate budget information presented.</p>
<p>1.12 Seek grants and other sources of revenue enhancements such as volunteers, work study students, etc.</p>				<p>5. Plan</p>	<p>1.12 Grants on file, work study program and volunteers hired and monitored.</p>
<p>1.13 Develop and implement plans and procedures to ensure safety for SAC students and staff.</p>	B3	7%		<p>6. Organize</p>	<p>1.13 Safety plans and procedures are up to date and on file.</p>
<p>1.14 Maintain, update, and communicate emergency procedures for each SAC site.</p>				<p>7. Direct, motivate, and relate effectively with others.</p>	<p>1.14 Emergency procedures are up to date and communicated to staff.</p>
<p>1.15 Develop and implement procedures regarding SAC students with IEPs, and health needs; and</p>		3%		<p>8. Summarize needs into action items.</p>	<p>1.15 Procedures are in place for compliance with student IEPs and health plans.</p>
				<p>9. Conduct group processes and activities.</p>	

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gather appropriate document from school staff.					
1.16 Ensure that appropriate staff are provided necessary emergency procedures information and training.	B2	10%			1.16 Appropriate staff have necessary emergency procedures information and training.
1.17 Develop and update program materials such as parent communication, including parent handbook and registration materials.					1.17 All materials accurate and on file.
1.18 Collaborate with other School District personnel regarding transportation, food service, custodial services, health services and other program needs.	B3	5%			1.18 Collaboration done on a timely manner, evidence on file.
1.19 Maintain regular communications with and visit school principals and other school staff regarding program operations.		3%			1.19 Regular communication and collaboration has occurred.
1.20 Respond to parent inquiries and investigate complaints/concerns regarding program services and/or staff.	B2	5%			1.20 Parent concerns have been addressed in a timely and appropriate manner.
1.21 Prepare and analyze program evaluations, making appropriate program improvements as needed.					1.21 Evidence on file. Improvements made.
1.22 Schedule and coordinate facility use at all after school and summer sites, working with principals and other school staff.	B2				1.22 Accurate facility requests on file.
1.23 Monitor, investigate and review student behavior incidents and implement appropriate remedial measures, which may include suspending or terminating a student's participation in SAC programs.	B2	5%			1.23 Investigated concerns and implemented appropriate interventions.
1.24 Develop and maintain systems for monitoring SAC program operations in accordance with	B2	5%			1.24 Programs are in compliance with District, state and federal requirements.

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state and federal requirements; and ensure records are maintained and stored.					
1.25 Prepare state and federal reports as required and/or directed.		3%			1.25 Reports completed in a timely manner.
<b>2.00 Hire and train SAC staff</b>					
2.01 Recruit, select and train all school age staff including after school and full-day summer programming.	B2	5%			2.01 Staff are hired and trained as needed.
2.02 Complete all employment paperwork, including new hire, separation, timesheets, etc.	B2	5%			2.02 Applicable employment paperwork is provided to Human Resources in a timely manner.
2.03 Create and provide systems to support Site Leaders in directing and monitoring the staff and overall care at each school.		2%			2.03 Oversight of all staff according to procedures. Program staffed.
2.04 Develop systems for staff development and mentoring for new and existing employees, substitutes, and volunteers in this program.					2.04 Staff development completed. Evidence on file. SAC guidelines and training materials on file.
2.05 Assist site leaders in establishing and providing mentoring and on-the-job training for their assistants and develop systems to improve job satisfaction and morale to reduce turnover.					2.05 Appropriate assistance and training is provided for site leaders.
2.06 Observe and evaluate job performance of SAC staff.					2.06 All staff evaluations are on file and comply with District timelines.
2.07 Investigate complaints regarding program staff, recommend disciplinary intervention when appropriate, and implement remedial steps as appropriate.					2.07 Investigated concerns and implemented appropriate interventions in accordance with District policies.
2.08 Develop and review information for all staff including staff handbook, correspondence, handouts, video training presentations and face					2.08 Accurate and up to date information and correspondence completed.

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<p>to face trainings as needed.</p> <p>2.09 Train 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.</p> <p>2.10 Ensure that appropriate staff complete required training, such as First Aid/CPR, etc.</p> <p>2.11 Schedule and conduct regular meetings to keep SAC staff informed of program expectations, changes, etc.</p> <p><b>3.00 Community Education Programs</b></p> <p>3.01 Represent Community Education in local and regional committees, task forces and focus groups.</p> <p>3.02 Develop assessment tools to evaluate the effectiveness of Community Education in meeting the needs of the community and strategic plans regarding the future direction of Community Education.</p> <p>3.03 Collaborate with school district groups to develop programming to benefit the district and community as a whole.</p> <p>3.04 Assist in the development and maintenance of the Community Education web site.</p> <p>3.05 Participate in Community Education staff meetings and various task forces and sub-committees as needed.</p>					<p>2.09 All staff educated and monitored as needed.</p> <p>2.10 Appropriate staff have completed necessary training.</p> <p>2.11 Regular meetings were held to communicate necessary information.</p> <p>3.01 Meeting attendance is regular.</p> <p>3.02 Evidence on file.</p> <p>3.03 Accurate information is submitted.</p> <p>3.04 Community Education web site is up to date.</p> <p>3.05 Attendance is regular, evidence on file.</p>
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<p>3.06 Provide presentations to leadership and School Board annually regarding analysis of academic improvement data and other program accomplishments.</p> <p>3.07 Other related duties as assigned by supervisory staff.</p>					<p>3.06 Presentations are made.</p> <p>3.07 Related duties were completed in a timely manner as directed by supervisory staff.</p>
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**MINIMUM QUALIFICATIONS:** Bachelor's Degree or an equivalent combination of related education and experience.