

EXTENDED DAY LEARNING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for supporting the district mission for high quality afterschool programming in pursuit of excellence in student achievement. The Coordinator works closely with community partners, parents and school staff to ensure high quality after school programming. This position is responsible for training of staff involved in the afterschool programs. The Extended Day Learning Coordinator directly reports to the Director of Curriculum & Instruction. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as a liaison between the District, schools and program;
- Establishes and maintains positive community relations as a means of interpreting and furthering the school program through parent and community support;
- Develops master schedule of extended day programs;
- Collects data on all programs including, but not limited to, participation, attendance, program effectiveness correlations to in-school student achievement, pre and post-assessments where applicable;
- Communicates with and provides training and program development activities for site coordinators to ensure successful implementation;
- Establishes an organizational chart for all extended day programs with clear lines of responsibility;
- Plans for the effective use of district curriculum materials in extended day programs as appropriate, and works with Buildings and Grounds to coordinate equipment, building facilities and school grounds;
- Participates as a key member of the 3rd and 4th Grade Action Team of Albany Promise;
- Enlists the assistance of District staff as resource personnel in the improvement of extracurricular programs;
- Prepares written communication to parents and schools regarding program offerings;
- Develops incentives to increase student participation;
- Maintains regular meeting times with the heads of each program site;
- Evaluates or works with outside agencies to evaluate program activities;
- Provides monthly reports to the Director of Curriculum and Instruction;
- Delivers reports/presentations to the Board of Education, community agencies, and parents groups, as requested;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles, practices and techniques of administration;
- Good knowledge of programming and initiatives;

- Good skills in collecting, organizing, analyzing and interpreting data and information;
- Good organization skills;
- Working knowledge of personal computers and office equipment;
- Ability to understand and interpret guidelines associated with grant monies;
- Ability to communicate effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to prepare detailed records and reports;
- Ability to establish and maintain a working relationships with students, parents and the community at large;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree or commensurate college credits and one (1) year of full-time paid experience in program coordination; **OR**
- B. Graduation from a regionally accredited or New York State registered college with an Associate's degree or commensurate college credits and three (3) years of full-time paid experience in program coordination; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.