



## School-Age Site Coordinator

Children at least 5 years of age and/or children with special needs under age 16.

**Position summary:** To provide the best possible environment for children assigned to their classroom. Work cooperatively with Program Director in teaching, program planning, and general operation of the Center. Provide training and leadership to staff in cooperation with the Director and assume responsibilities for the daily operation of the program. Continue to work on maintaining and improving the program as well as be current regarding standard updates and changes.

**Reports to:** Executive Director School-Age Programming, Executive Director

**Supervisory responsibility:**

**Salary range:** \$17 - \$20 per hour

**Required education and experience:**

### Education

1. Bachelors Degree in Child Development, Early childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care, AND 6-months experience working with school-age children; OR
2. Bachelors Degree in any field or an Associates Degree in any field of study AND 9-months experience working with school-age children; OR
3. High School diploma or GED, AND 12-months experience working with school-age children.

### Experience

1. 6-months working with school-age children (with related Bachelors Degree); OR
2. 9-months working with school-age children (with any Bachelors Degree or Associates Degree); OR
3. 12-months working with school-age children (with high school diploma).

**Additional eligibility qualifications:**

1. 20 years of age or older.
2. Evidence of medical physical within 1-year of employment and a statement from a physician that the applicant can do the job.
3. Evidence of mandatory vaccinations or immunity to communicable diseases (including TB).

**On-going education, training, certification:**

1. Annual CPR and First Aid, Infant & Child.
2. Maintain certification with MA EEC and/or CT OEC.
3. Participate in required professional development annually.

**Responsibilities/Core Functions:**

- All staff serve as mandated reporters as stipulated under state laws governing center locations.
- All staff ensure all needs of children are met.

### Classroom administration and oversight:

- Ensure the health and safety of the children in the classroom.
- Ensure classroom practices are consistent with MA EEC or CT OEC laws and regulations at all times.



- Ensure classroom practices are consistent with all Playful Minds policies and procedures.
- Maintain daily classroom safety, organization, and cleanliness: includes washing, vacuuming floors, and other general light housekeeping tasks.
- Manage classroom such that it maintains MA EEC or CT OEC required child:staff ratios at all times.
- Ensure all dangerous material, equipment, or cleaning supplies are not within reach of children.
- Report all incidents and accidents to the Program Director, and complete all documentation.
- Notify the Program Director immediately in case of unreasonable behavior from staff, children and parents, or of any parent complaints received.
- Plan for and practice monthly fire drills (rotating two exit routes monthly) and record in fire drill log.
- Care for room and equipment (report repair or replacement needs).
- Document all incidents and accidents.

#### Staff:

- Implement classroom policies as outlined in each years' Staff Handbook.
- Lead Staff Meetings and prepare all training with guidance from the Program Director.
- Assist Program Director with preparation and running of annual staff orientation and regularly scheduled staff meetings/professional development.
- Administer medication to children as prescribed by their physician and in complies with EEC or OEC regulations.
- Plan for, clarify expectations, and oversee any assistant teacher, aide, or volunteer who may be assigned to classroom.
- Be aware of school days off and plan for extra staffing coverage.

#### Children:

- Direct child guidance to the goal of maximizing the growth and development of children and protecting the group and the individuals within it.
- Be responsive to children's individual needs and support the development of self-esteem, self-expression, autonomy, social competence, and school readiness.
- Be nurturing and responsive to children.
- Support children in the development of self-esteem, independence, and self-regulation.
- Support children in the development of social competence.
- Provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children.
- Have a method of communicating effectively with each child.
- Know the whereabouts of every child.
- Prepare regular progress reports and submit to Program Director for review as scheduled.
- Maintain individual records for each as specified by EEC or OEC requirements.
- Use proper handwashing before handling food, after diaper changing, blowing noses, using bathrooms, caring for a sick child, and handling of animals, etc.
- Implement and maintain a system of reward charts for school-age children.
- Never allow anyone to pick up a child from the Center that does not have the proper identification.
- Escort transportation children to and from vans/buses. Ensure the driver signs out on the Sign-Off sheet.
- Never allow unauthorized persons on the grounds.

#### Parents:

- Set up and conduct parent tours and positively explain program (when the Program Director is not available).
- Create monthly newsletters for families (Project Director review 1-week in advance.)



Available for parent conferences as needed and requested.

**Curriculum:**

- Make daily plans in keeping with the philosophy of the program and the needs of the children.
- Create monthly bulletin boards.
- Plan all vacation week activities. Email to Program Director for review 3-weeks prior).
- Supervise appropriate use of educational materials and supplies.

**Other responsibilities:**

- Cooperate with the Director and other staff in those activities involving the whole Center.
- Greet and treat parents, children, and staff with kindness and respect.
- Arrive in the classroom on time, as scheduled, and remain with the group.
- Ensure paperwork is completed and up to date.
- Available for parent conferences as needed and requested.
- Daily care for room and equipment and report items needing repair or replacement.
- Assist with food program (preparation, set-up, and clean-up) as needed.
- Perform duties as assigned by the Program Director.

**Skills/Competency:**

- Strong verbal and written communication skills.
- Cultivate and maintain an atmosphere of teamwork.
- Genuine enjoyment when working with children.
- Comfortably engage with students, staff, and parents.
- Easily and compassionately address student's needs and engage/counsel parents.
- Quickly and effectively problem solve complex situations.
- Contribute to program growth.
- Maintain sound working relationships with staff.

**Other performance indicators:**

- Cooperate with the Director and other staff in activities involving the whole Center.
- Great and treat children, parents, and staff with kindness and respect.
- Engage with children and staff to maintain positive relationships.
- Be professional.
- Refrain from gossip.

**Work environment:** Office work. Classrooms. Outside play areas.

**Physical demands:** Lift children weighing up to 75 lbs. Bend and sit on the floor. Run, skip, and hop.

**Expected hours of work:** 8.5 hours per day with an unpaid 30-minute meal break.