

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### PROGRAM COORDINATOR-AFTER SCHOOL/COMMUNITY EDUCATION

---

#### **DEFINITION:**

Under the direction of the Director-Community Education and Supervisor-Latino Community Relations, plan, organize, coordinate and implement the daily operations and activities of the District's After School program and assigned Community Education programs; provide routine general administration and onsite implementation of the District's after school programs; provide program assistance to the Latino Community Relations staff to increase Latino student and parent involvement in District-wide programs; develop and prepare grant applications and proposals; train and provide work guidance to assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and implement the daily operations and activities of the District's After School program and assigned Community Education programs including Adult ESL and Good Neighbors English Tutoring.
- Provide leadership, direction, and team building; train and provide work guidance to assigned personnel and instructors; interview and select instructors; coordinate recruitment, and scheduling of instructors.
- Oversee program staff, program operations, services and the implementation of programs and processes including site rules, discipline, site schedule and space requirements; assist in maintaining a clean and safe learning environment for students.
- Provide administrative support and planning for curriculum, coordinating partnerships, professional development and student or parent concerns.
- Develop and prepare grant applications and proposals for public and private funding resources; maintain organizational procedures and policies to ensure proper review and approval of grant applications by the administration; monitor compliance with all grants stipulations and track revenue; report back to grantors on program success.
- Coordinate and implement program operations for the Good Neighbors program including recruiting volunteers, curriculum development and community outreach.
- Provide program assistance to the Latino Community Relations staff to increase Latino student and parent involvement in District-wide programs; refer students and parents to programs and community/social services as needed.
- Translate routine communications and materials related to program services and activities; serve as an interpreter for students, parents, and school personnel during phone calls, meetings, conferences, meetings and trainings.
- Manage and monitor budget allocations, expenditures, fund balances and related financial activities; track revenue for assigned programs.
- Prepare and maintain a variety of narrative and statistical reports, contracts, records and files related to personnel and assigned activities.
- Research, plan and implement assigned programs and services; proctor and administer tests.
- Communicate with other administrators, teachers, students, grantors, personnel, community members and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings as assigned; participate in workshops and trainings; plan and coordinate of a variety of events and special projects.

#### **OTHER DUTIES:**

- Perform related duties as assigned.
- Administer First Aid/CPR as necessary.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Any combination equivalent to: Bachelor's degree in education, foreign language or related field and five (5) years increasingly responsible experience in the administration of educational programs or working with students in an educational or organized learning environment.

### Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Valid TESOL/TEFL certificate.
- Valid First Aid/CPR certification.
- Criminal Justice Fingerprint/Background Clearance.

### Knowledge of:

- Planning, organization, coordination and implementation of the District's After School and related community education programs.
- Principles and practices of training.
- Applicable laws, codes, regulations, policies and procedures.
- Curriculum development and test administration.
- Interpersonal skills using tact, patience and courtesy.
- Correct oral and written usage of English and a designated second language.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students and families.
- Basic interpretation and translation techniques.
- Local and regional community and social services.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- First Aid/CPR techniques.
- Grant application and proposal preparation.
- Technical writing.
- Public relations techniques.

### Ability to:

- Plan, organize, coordinate and implement the daily operations and activities of the District's After School and related community education programs.
- Speak, read and write in English and a designated second language.
- Develop and prepare grant applications and proposals for public and private funding resources.
- Train and provide guidance to assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Prepare comprehensive narrative and statistical reports.
- Organize and prioritize work efficiently.
- Meet schedules and time lines.
- Work independently with little direction.
- Maintain records and files.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting and standing for extended periods of time.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

**N**