

PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for developing, organizing, implementing and coordinating the After School/Community Programs or similar program in a school district. This position is also responsible for hiring, evaluating and supervising the staff and contracting with service providers. General direction is received from a school district administrator. Supervision is exercised over staff within the program.

TYPICAL WORK ACTIVITIES:

1. Oversees in-take screening, priority placement and maintenance of waiting lists;
2. Administers and implements the program selection process;
3. Hires and oversees staff;
4. Supervises the overall operation of the program;
5. Organizes and schedules group activities for families;
6. Responsible for the review and approval of individual educational/personal achievement plans;
7. Prepares and manages the program budget;
8. Conducts orientation for project staff;
9. Executes and administers contracts with service providers;
10. Trains and reviews work of service providers;
11. Maintains records and prepares reports for program;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of young child development and behavior principles and practices; thorough knowledge of services and community agencies available to promote the physical, intellectual, social and emotional well-being of children; good knowledge of principles and practices of public administration; good knowledge of principles and practices of budget administration; good knowledge of the principles of supervision; organizational ability; ability to communicate effectively, both orally and in writing; ability to work effectively with people at all levels within the program and the community; ability to evaluate program and individual performance; good judgment; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a Master's degree in social work or education;
OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **PLUS** three years of post-graduate administrative or management experience in the human services field, which included administering a budget;
OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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ADOPTED: 09/30/94 09/01/04 08/31/06