

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

CENTER PROGRAM FACILITATOR

QUALIFICATIONS:

1. Minimum of 60 hours college credit.
2. Introductory Child Care Training (40 hours).
3. Minimum of one-year experience in working with school-age children in a group supervised setting.
4. Ability to communicate effectively, both written and oral.

REPORTS TO:

Vocational Director/Adult and Community Education Facilitator and Principal at school site.

SUPERVISES:

Staff Assistants/Substitutes and Volunteers

PERFORMANCE RESPONSIBILITIES:

1. Plan, coordinate and supervise the daily operation of before-school and after-school summer programs of Community Education.
2. Supervises all staff members to create a harmonious and efficient working environment.
3. Interact with parents to keep them informed, answer questions and address concerns.
4. Maintain compliance with Federal, State and local licensing standards and grant requirements.
5. Monitor use of supplies.
6. Log all long distance phone calls (including \$.20 calls) on log sheet provided.
7. Assure maintenance of all center records (attendance, enrollment, staff, safety, and fees).
8. Provide on-site supervision at centers.
9. Complete required reports.
10. Monitor use of supplies.
11. Purchase supplies and food for center in a timely manner and return signed receipt to Central Office immediately.
12. Collect, receipt and submit fees as required.
13. Monitor sign in/out procedure. Place weekly schedule and sign-in/out sheet on table for parents to sign.
14. Prepare accident report forms as necessary and contact designated emergency numbers.
15. Maintain a safe and orderly program environment by arranging for repair or replacement of equipment and regular cleaning of program area.
16. Participate in hiring and evaluating staff assistants.
17. Encourage professional growth of staff by publicizing training opportunities.

18. Represent the SPICE program in various community and/or agency meetings.
19. Plan and facilitate regular staff meetings when necessary.
20. Provide accurate and timely information on program operation to the Adult and Community Education Facilitator, Oversight Committee and or appropriate governing agency.
21. Monitor absences and tardiness of all staff members to assure policy is enforced.
22. Monitor absences of regular participants in program and call parent or designated person if child is not in attendance.
23. Collect all timesheets before due to Community Education Office and check for accuracy.
24. Continue his/her professional growth through reading, workshop participation or other appropriate means.
25. Assist Adult & Community Education Facilitator as needed.

TERMS OF EMPLOYMENT: This position is a 12month, 7 hours per day. All center program facilitators will understand that employment by the school district will be reviewed on an annual basis. At such time it is determined that the spice program can no longer support their employment, the Superintendent and School Board will not have any obligation to retain them as full time employees. Salary will be determined according to rules and regulations of the School District's paraprofessional pay scale and programs revenues. All raises and benefits will be according to the policies of the School District.

EVALUATION: Performance of this job will be evaluated in accordance with assessment criteria and procedures approved by the School Board.