UNITED CEREBRAL PALSY OF BROWARD, PALM BEACH & MID-COAST COUNTIES, INC.

POSITION DESCRIPTION

Position Title: Site Coordinator

Employee: ________________________________

Department: AFTERSCHOOL

Location: Broward – Main-Hollywood

This position reports to: Program Coordinator and Afterschool Director

Date of Position: ______________________ Date of Hire: ______________________

(1) **Position Statement:** Responsible for the implementation of the Afterschool Program for children with and without developmental disabilities, staff supervision, conducting intakes and maintaining safety and well being of children per Funder.

(2) **Responsibility for Personnel Supervised:**

HOURLY NON-EXEMPT ___ SALARIED EXEMPT ___ SALARIED NON-EXEMPT X

Paid according to a set salary per week and a specific number of hours per week. A fixed salary per week is paid regardless of work week hours if “ready, willing and able” to work and eligible for overtime pay on “time and a half basis” for hours worked in excess of 40 hours per week.

(3) **Vacation Schedule:**

Refer to Personnel Policies.

(4) **Key Working Relationships:**

(a) Internal:

Director, Program Coordinator, Teacher and Principal

Teacher Assistants, children, and Therapists.

(b) External:

Parents/Guardians, Community Vendors, Support Coordinator, Funder and School personnel, CSC contract personnel.

(5) **Education & Experience Requirements:**

(a) Education:

Associates or Bachelors degree in Early Childhood Education or Special Education preferred.

(b) Experience:

Minimum or 1 year experience working with children with developmental disabilities with medical involvement’s and challenging behaviors.
SPECIFIC DUTIES

1. Coordinate intakes of applicants (children & employees) and provide staff training and dissemination of information pertinent to program.

2. Monitor student progress, provide direct care and programming as well as communicate student progress to parents and guardians.

3. Develop and maintain files of the employees and the individuals we serve, contingent with Funder guidelines.

4. Report and document all incidents/accidents involving students and/or staff members.

5. Provide direct (hands on) supervision, guidance and evaluation of staff. Council staff as needed to ensure positive work environment.

6. Provide informal counseling information and referral services of children and families as well as survey parents bi-annually for satisfaction.

7. Maintain personnel files, fire drills, attendance log and purchase orders continuously.

8. Maintain developmentally appropriate vocabulary and positive tone at all times.

9. Ensure program and records maintained in compliance with all applicable licensure and contract standards (quarterly data).

10. Perform all behavior management and disciplinary actions as outlined by U.C.P.

11. Maintain rapport and communication with Funder, School and CSC personnel. Respond to request professionally and in a timely manner.

12. Conduct monthly staff meetings and meet with program coordinator bi-weekly.

13. Plan and implement activity schedule weekly for each classroom providing a variety of age appropriate activities.

14. Provide participants with materials, arts and crafts supplies, etc. Provide supplies list to program coordinator.

15. Participate in UCP evening events (Art Show, Family Fun Day)

16. Responsible for Disaster & Fire Training for newly hired staff.

17. Report any accidents or unusual incidents to immediate program coordinator/director.

18. Model appropriate and professional interactions with students and staff at all times.

19. Adheres to UCP disciplinary guidelines for extinguishing inappropriate behaviors.
SPECIFIC DUTIES – Continued

23. Actively participates with child’s transition from classroom to Afterschool with positive and encouraging demeanor at all times and throughout the afternoon.

24. Utilize developmentally appropriate vocabulary and positive tone with children during activities.

25. Actively participates with children during group activities providing hand over hand assistance (singing, art sensory, story, learning centers and outdoor play).

27. During snack/supper engages in child centered social educational and conversation and supports individualized feeding

29. Participates in lifts, positioning and transfer of children and implements toilet training schedule.

30. Changes diapers in accordance with schedule (after snack, nap, etc.) and as needed

31. Adheres to DCF’s guidelines regarding diapering and behavioral precautions.

32. Monitors children’s general health at all times, reporting concerns immediately to parents (i.e., vomiting, fever, seizures, etc.

33. Provides feedback regarding children’s performance to the program coordinator.

34. Maintains cleanliness, order of classroom and materials (wipe tables, floor area, utensils, etc.).
United Cerebral Palsy of Broward County, Palm Beach & Mid-Coast Counties, Inc. is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicant or employees with disabilities and will make reasonable accommodation when necessary. The following are abilities and physical requirements for this position at United Cerebral Palsy of Broward, Palm Beach & Mid-Coast Counties, Inc.

- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids of services.
- Ability to work cooperatively with all levels of staff.
- May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
- May be required to accomplish job duties using various types of equipment / supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.

**JOB DESCRIPTION COMMITMENT**

I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general detail considered necessary to describe the principle functions of the job. It shall not be construed as a complete description of the work requirements that may be inherent to the job.

______________________________  ______________________________
Employee                                      Date

______________________________  ______________________________
Carrie Bauman, Supervisor                  Date