

Job Title: ESP (Extended School Program) – System Coordinator (Part time)

FLSA Exemption Status: Exempt

Term: 240 day

Minimum Qualifications:

1. Not less than four (4) years degree from an accredited college/ (copy of diploma or transcript must be submitted upon employment);
2. Valid Tennessee Teaching License with an endorsement in early childhood education (preferred);
3. Advanced degree in administration and supervision;
4. At least two (2) year of documented experience so that with appropriate training, service may be provided in the specific role for which employed; and
5. Meets health and physical requirements.

Job Objectives/Goals:

To coordinate child care for before and/or after school care for school-age children at school-based sites

Responsibilities and Essential Functions:

1. Maintain financial records for all extended school programs;
2. Develop and implement a budget for the extended school program;
3. Coordinate activities, events, and trips for consistency within the extended school program;
4. Submit requisitions and make recommendations to the Director of Schools for employment and terminations of workers at the site (school) level;
5. Supervise the extended school program;
6. Submit and maintain appropriate paperwork for state licensure for the school system and each individual school's extended school program;
7. Make regular site visits to assure licensure requirements are being met by each program;
8. Develop and distribute a county-wide ESP handbook;
9. Set and distribute fee schedules for the ESP participants;
10. Order materials, supplies, snacks, and equipment for the ESP programs;
11. Check timesheets and ensure proper adult to child ratio;
12. Coordinate required staff development and training for all sites;
13. Attend work on a regular and predictable basis; and
14. Perform other duties as assigned.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.

5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

Physical Demands:

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

