

TITLE: BASC Preschool Coordinator **DEPARTMENT:** Before and After School Care Program
REPORTS TO: Before and After School Care (BASC) Director

POSITION SUMMARY: Provides overall management of the facility and operations which may include: Supervision of Educational Assistants and children, communicating with families, hiring of enrichment artists, building relationships with the host community and coordination of activities with the Director and Building Principal to assure all District and National policy requirements are met and maintained. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Supports the Mission, Vision and Direction of the Issaquah School District (ISD):
 - understands and supports the mission of the ISD;
 - demonstrates flexibility and accepts change; and
 - creates, directs, coordinates, prioritizes and manages learning activity programs that connect all students, including those traditionally underrepresented, to their learning community so that their skills in communication, group processes, human relations, and self-awareness improve and grow.
- Builds Community:
 - understands and embraces the role of volunteers;
 - helps participants make connections to others and to the ISD;
 - promotes and supports self-esteem by respecting, accepting and comforting children, regardless of their behavior and practices effective and appropriate relationship-building techniques;
 - implements, manages, and supervises activities and events for pupils and students that are appropriate for students at different grade levels and are differentiated for ability;
 - facilitate planning of high school student's individual and group activities with children, in conjunction with the Child Development and Teaching Academy teacher
 - integrate high school students into managing the preschool curriculum such that by the end of the high school semester, the high school students are responsible for the majority of the planning, developing and delivery of the instructional program;
 - create, refine, and utilize an evaluation checklist to support high school student's mastery of the instructional program
 - hold orientation or conference sessions for the preschool parents and high school students as necessary
- Provides a Quality Experience for Participants, Internal Customers, and Others:
 - possesses the ability to deliver positive experiences for stakeholders;
 - responds to concerns and complaints promptly and in a way that makes each person feel valued;
 - plans, prepares and provides a program, including the preparation of plans as necessary so that the program is uninterrupted in the event of a regular staff person's absence;
 - assesses the needs of the preschool pupil and high school students and provide a suitable learning environment to meet their needs;
 - develops, manages, and conducts a preschool program which includes physical, motor, thinking, and language skill development in the pupils;
 - utilizes appropriate behavior and group management techniques while supervising events and activities and ensures a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize activity time;
 - establishes a safe, healthy and clean learning environment for children and assists them in maintaining good personal hygiene and respect for the premises;
 - maintains safe and healthful conditions in the facility and report promptly to the director or a building administrator any serious accident or illness affecting students in the program;
 - maintains an inventory of necessary materials and supplies needed to facilitate the program;

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- supervises each preschool pupil's growth and behavioral development and makes periodic reports to parents or guardians as well as to the designated District administrator;
- supervises each high school student's growth and development as an instructor and makes periodic reports to the Family and Consumer Science teacher;
- educates and counsels high school students regarding the growth and development of the preschool pupil and the influence of parenting skills ;
- provides feedback to preschool pupils and high school students including prescribing ways to maintain progress and overcome difficulties; and
- provides regular program evaluative feedback with suggested plans for amelioration of any targeted areas of physical and or emotional concern to the Principal or designee and other stakeholders.
- Works Productively:
 - consistently performs duties in a safe and conscientious manner within the agreed upon timeframe;
 - reliably attends with consistent punctuality;
 - actively participates in staff meetings, required trainings, and other work related activities;
 - assists the BASC Director in the development of the preschool budget
 - secures and administers ISD resources appropriately and efficiently, relative to the BASC program at site;
 - supervises, coordinates, and evaluates assigned Educational Assistants;
 - plans, coordinates, and supervises daily schedules for pupils, students, and staff;
 - participates in the direct supervision of basic District playground supervision;
 - provides in-service training for educational assistants as appropriate;
 - maintains a positive relationship with the school staff by including center in the activities of the school;
 - assists with food preparation and feeding of students as necessary;
 - develops and implements procedures for sick and injured children and notifies parents and other stakeholders of accidents or illness as appropriate and necessary;
 - maintains through an appropriate record-keeping system appropriate student health and behavior records, financial records, and personnel records;
 - continues to improve methods and techniques by attending workshops, professional meetings or conferences, and keeping abreast of current innovations through professional literature and associations;
 - possess knowledge of and adhere to Governing Policies and District Regulations and Procedures; and
 - participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Uses Effective Personal Behaviors and Communicates Effectively:
 - treats everyone with courtesy, respect and consideration;
 - listens actively and genuinely;
 - communicates in a clear and pleasant manner;
 - works cooperatively and collaboratively as a team member;
 - maintains open communications with parents and children by responding to their concerns and desires in a timely manner; and
 - demonstrates positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.

QUALIFICATIONS:

EDUCATION: AA degree; forty-five college quarter credits in early childhood education, child development, or equivalent; or certification as a child development associate.

EXPERIENCE: Two (2) years of qualifying work experience with children of the same age level as those served by the Skyline Preschool.

CERTIFICATES & LICENSES: Valid WA State driver's license and appropriate insurance required. Valid First Aid/CPR/AED and health certificate. Must maintain as current any certification or license listed herein and held at hire date.

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CONTINUING EDUCATION/TRAINING: Training for supervising students and adults. First Aid/CPR/AED as necessary.

REQUIRED TESTING: First Aid/CPR/AED as appropriate

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date