

**LIVERMORE AREA RECREATION AND PARK DISTRICT  
JOB DESCRIPTION  
JOB TITLE: EXTENDED STUDENT SERVICES COORDINATOR**

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DIVISION: Recreation  
REPORTS TO: ESS Supervisor  
DATE REVISED: 8/29/07

CLASSIFICATION CODE: 7257  
EXEMPT: No

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**POSITION SUMMARY:**

Under general and specific direction, the ESS Coordinator supervises and administers all components of a licensed school-age child care program in accordance with the LARPD Extended Student Services Program's philosophy, goals and objectives, at a LVJUSD school site.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Administers an ESS program in accordance with the State Department of Education contract funding terms and conditions, Community Care licensing regulations and LARPD policies and procedures.
2. Oversees the day-to-day operation of the ESS program including facility management, program scheduling, staffing patterns, and curriculum.
3. Participates in the State Department of Education Child Development Desired Results Developmental Profiles and School Age Childcare Environmental Rating Scale.
4. Provides direct supervision for site staff in accordance with applicable laws and policies to include training, assignment, performance evaluation, and problem resolution.
5. Administers and monitors a site budget.
6. Ensures timely and accurate preparation of staff meeting minutes, monthly reports, billing and deposits.
7. Monitors the level of supplies on hand and provides for the ordering and purchasing of instructional materials, equipment, food and other necessary items in a timely manner.
8. Ensures a clean, safe and orderly program environment by monitoring the condition of the facility and arranging for the repair or replacement of equipment and the cleaning of program areas.
9. Provides for the safety and well-being of program participants by implementing emergency preparedness planning procedures, conducting fire and earthquake drills, dispensing medications and supplying first aid.
10. Maintains and updates all necessary program operating files according to licensing regulations.
11. Oversees short- and long-range curriculum planning and implementation for age-appropriate programs, including field trips and other enrichment activities.
12. Participates as program staff in the classroom to fulfill staff/child ratio requirements at a minimum of 25 hours per week.
13. Serves as the principal contact for all matters relating to the ESS program at a specific site and interacts with parents, school personnel and other community members.
14. Confers with the ESS Supervisor and the Youth Services Superintendent on the status of program goals and objectives, operational matters and problem areas.
15. Conducts site specific monthly (minimum) meetings and attends semi-monthly program meetings, and other workshops and training as necessary.
16. Performs other duties as assigned.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. Employees in this position: Will work a split shift and a schedule that includes teacher release days and the winter, spring and summer school recesses; Will perform their duties mainly in an indoor work environment, with periods of activity occurring in an outdoor environment and/or at an off-site location; Will work in an environment that has noise levels of varying intensity and duration; Will perform their duties in a "busy" or "stimulating" environment, encountering frequent interruptions; Will be exposed to a variety of childhood illnesses.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee is regularly required to have: Mobility to kneel, bend, crouch and reach; Tolerance and stamina to work in an environment with periods of constant movement; Ability to communicate clearly in person and by telephone; Vision adequate to read standard text and a Video Display Terminal; Manual dexterity to write legibly and operate a computer; Strength to safely perform light lifting and carrying of items weighing up to 30 pounds.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Eligible to successfully apply for a permit issued by the Commission on Teacher Credentialing for work in a State Department of Education, Child Development Division funded program with the level of Site Supervisor. Possession of a Permit with the level of Program Director within three years of hire date. (Please refer to the current Child Development Permit Matrix available from the Commission on Teacher Credentialing.)

A total of 21 continuing education hours per year in the field of child development to maintain the permit. Maintain current First Aid/CPR certificates and complete a course in infectious disease control.

**Experience:**

With an AA degree or sixty (60) transferable General Education units including Early Childhood Education core units and eligible to successfully apply for Site Supervisor Permit, two years of experience working with children in a licensed child care setting with a minimum of 100 days of supervising adults. With a BA/BS degree and a Program Director Permit, one year of experience working with children in a licensed child care setting with a minimum of one program year of site supervisor experience.

**Knowledge and Abilities:**

- Knowledge of the principles and procedures used in the administration of child care programs.
- Knowledge of child development/child care issues.
- Ability to effectively supervise and coordinate work areas of responsibility.
- Ability to maintain cooperative and effective working relationships with parents, children, staff and school site personnel along with community groups and members of the public with whom contact is made in the course of work.
- Ability to set task priorities and work efficiently.
- Ability to adequately represent the District's policies and procedures to the public.
- Ability to work independently with minimum supervision.
- Ability to use the School Age Childcare Environment Rating Scale. (SACERS)
- Ability to use the Desired Results Developmental Profile.
- Ability to communicate effectively both orally and in writing.
- Ability to plan and organize age-appropriate child care programs.

**Licenses and Other Conditions of Employment:**

- A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.
- Department of Justice Fingerprint Clearance.
- TB test clearance for year prior to employment.