



Job Title: Before/After Care Assistant Coordinator

Department: Before/After Care

Reports To: Before/After Care Coordinator

Grade: BG-02

Number of Days: 12 Months

Security Access: Enrollment Center and to all sites for Before/After Care

Overtime Status: Exempt

Last Revised Date: October 3, 2018

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Provide support for the effective operations of the Before/After Care Program.

Minimum Qualifications:

- Degree in Early Childhood Education, Elementary Education or closely related field, preferred or 20 years of experience.
- Experience in supervising and mentoring employees.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Conduct site visits to ensure programs are in compliance with Department of Human Services regulations and TPS guidelines.
- Maintain records of site visits, including plan of action for correction of areas of noncompliance.
- Ensures that all Before/After Care employees are registered on the Oklahoma Professional Development Registry (OPDR), and works closely with each employee to develop and follow through with their professional development plan.
- Maintain effective working relationships and communicate effectively with students, staff, parents and administrators.
- Assist with the hiring, training, supervision and evaluation of Before/After Care site supervisors, site assistants and substitutes.
- Participate and assist with planning of monthly staff meetings and trainings.
- Assist with building program enrollment, collecting on past due accounts.
- Maintains a list of substitutes and fills absences as needed.
- Sub at sites as needed.
- Will be the acting coordinator in the absence of the program coordinator. Coordinates staff scheduling and programming for Full Day Programs, (Summer Camp, Winter Break, Spring Break).
- Oversees Department of Human Services/Stars Program requirements of the Before/After Care Program; including compliance with licensing requirements and maintenance of accurate and complete licensing records.
- Selects and requisitions equipment, supplies, and snacks within allocated budget and in conformance with TPS guidelines.
- Travels to the sites to maintain direct presence, ensure quality control, effective use of program dollars, and accountability.
- Maintains close, daily contact with site personnel to receive/provide information, discuss issues, and explain guidelines/instructions.
- Must be available to all staff during operational hours. Communicates program guidelines to parents, Before/After Care employees and other district employees.
- Participates on local and state committees related to afterschool programs.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Thorough knowledge of child growth and development.
- Ability to problem solve and facilitate mediation of challenges and conflicts.
- Excellent human relations skills.
- Ability to engage families and staff in the continuous improvement of the program.
- Working knowledge of DHS licensing requirements.
- Establish and maintain effective working relationships with program participants, peers, parents, and community.
- Communicate clearly and concisely in written or oral communication.

Supervisory Responsibility:

- Assists with supervising site staff including site supervisors, site assistants, substitutes and office staff of the program.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- In addition to office responsibilities, conduct regular site visits and sub as needed for staff.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.