



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE:	Coordinator – Community Services
F.L.S.A.:	Exempt
QUALIFICATIONS:	Bachelor Degree Preferred
REPORTS TO:	Assistant Superintendent – Business and Technology Services
TERMS OF EMPLOYMENT:	Twelve months

PERFORMANCE RESPONSIBILITIES:

The Role of the Coordinator:

1. Create, implement and evaluate programs that offer educational opportunities to members of the district community.
2. Provide and maintain a successful school age child care program, which meets the needs of elementary and middle school students.
3. Follow all district policies and approved program procedures.
4. Lead in the hiring, supervision, and training of staff in Community Education.
5. Act as building supervisor for the Park Hill district office.

Essential Job Functions:

1. Develop, manage, and monitor a budget for the Community Services department to include school age child care and community education.
2. Evaluate, identify and design programs to meet the educational needs and desires of the community as a whole.
3. Market and make information available about Community Services.
4. Review, enhance and evaluate the effectiveness of curriculum for each program offered through Community Services.
5. Contract with, and supervise community education instructors.
6. Develop and maintain partnerships with community groups that support educational opportunities.

7. Evaluate software and educational tools for purchase that increase efficiency of operations and enhance learning opportunities for students, staff, and community.
8. Collaboratively work with district office administrators to insure fiscal accountability, appropriate staff to student ratios, and quality school age child care programs at all sites.
9. Maintain lines of communication with customers and district administrators.
10. Collaboratively work with building administrators to insure successful site programs.
11. Maintain accurate fiscal, staff, and program records.

Other Job Functions:

1. Develop and evaluate office operating procedures.
2. Develop procedures for all contracted instructional staff that is consistent with policies of the Park Hill School District.
3. Bid and contract Community Services and School Age Child Care publications.
4. Update Community Services website and social media outlets.
5. All other duties as assigned by the Superintendent or his/her designee.