



**CLASSIFIED**  
**Job Class Description**  
**2130.16**

**Alpine Union School District**

**Equal Employment Opportunity**

**EXTENDED STUDENT SERVICES AND PRESCHOOL COORDINATOR**

**DIVISION:** Student Services

**SALARY SCHEDULE:** Classified  
**LEVEL:** Range 26

**REPORTS TO:** Assistant Superintendent, Human Resources and Student Services, or designee

**DATES CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective: 10/12/22

**PURPOSE:**

Under the direction of the Assistant Superintendent, Human Resources and Student Services or designee, the Extended Student Services and Preschool Coordinator is responsible for day-to-day planning, coordination, and general work assignments of staff assigned to the Extended Student Services and all pre-school programs. Incumbents in this classification provide students, staff and the public with safe, reliable and well-organized supervision and age-level appropriate services and activities before and after regular school hours and for pre-school care, which directly support student learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Develops and implements curriculum and thematic units.
- Develops, monitors and maintains a balance of activities designed to meet the needs of elementary school and pre-school age children.
- Coordinates day-to-date site activities and services of site staff.
- Provides input to assigned supervisor when requested regarding technical aspects of the work performed by preschool teachers and staff assigned to the extended day and preschool programs.
- Develops and monitors annual budget and expenditures.
- Enrolls students and collects fees from parents, including removing students from services when parents fail to maintain timely payment of fees.

Job Range Updated: 10/12/22

Job Class Title: Extended Student Services and Preschool

Coordinator Updated 11/2019

Previous job class approval/revision dates: 12/13/2000

- Identifies and coordinates programs and services that can be offered to the community and/or are offered by community organizations.
- Maintains cooperative working relationships with students, staff and parents.
- Establishes and maintains files and records related to the program(s).
- Ensures performance of operational activities incidental to the operation of the program such as: collection of parent fees, purchases of material and supplies, serving of snacks, and clean-up after various activities.
- Explains program(s) to parents and the public and interprets policy and procedure with regard to program operation and fee payment schedules, late-pickup fees, and other requirements of fee-based services.
- Provides parent training as needed.
- Fills in for absent staff members if no substitute is available.
- Attends staff meetings and training.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

#### **QUALIFICATIONS /REQUIREMENTS:**

(At time of application.)

#### **KNOWLEDGE OF:**

- Theory and practice of childhood education.
- Computers and standard business apps (word processing, spreadsheets, data bases, accounting such as Quick Books, etc.).
- Standard record keeping and office management practices.
- Principles of organizing work and providing appropriate training to staff.
- First Aid and CPR.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Coordination of programs within applicable rules and regulations.

#### **ABILITY TO:**

- Design, implement and coordinate the operation of a student program.
- Train, guide, lead and monitor staff.
- Establish and maintain a safe and healthy learning environment.
- Work independently in performing assigned tasks.
- Exercise good judgement in dealing with sensitive student health (e.g., shot records, etc.) and interpersonal issues.
- Establish and maintain record systems and keep financial records (e.g., tracking, collecting and issuing receipts for registration fees) and prepare written reports.
- Supervise children in before/after-school and pre-school settings.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with students, staff and the community.

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Updated 11/2019

Previous job class approval/revision dates: 12/13/2000

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- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow department and District policies and procedures.

### **EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:**

#### **Training and Experience:**

Complete an associate degree or 60 semester units, or complete a baccalaureate degree or higher, and requisite course work in Early Childhood Education, including course work in administration and supervision of child care and development programs and adult supervision plus instructional experience, all sufficient to obtain a valid Child Development Site Supervisor Permit issued by the State of California.

#### **Licenses and Certificates:**

Possess and maintain a valid, current California Driver's License and the ability to qualify for District vehicle insurance coverage.

Possess and maintain valid, current CPR and First Aid certifications.

Possess and maintain a valid, current Child Development Site Supervisor Permit issued by the State of California Commission on Teacher Credentialing with added School Age Emphasis Authorization.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(Must be performed with or without reasonable accommodations)

Good physical condition as determined by pre-employment inquiries and medical examination.

Participate in physical activities with students.

Significant standing, walking lifting, carrying, pushing and/or pulling.

Reaching overhead and above shoulders.

Bending at the waist, kneeling or crouching to assist students.

Work setting is primarily outdoors, subject to some extremes of heat or cold with seasonal weather changes.

Dexterity of hands and fingers to operate standard office and classroom equipment and materials.

#### **Hazards:**

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.