



## Position Description

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### Overview

<b>Job Title:</b>	Extended Day Program Coordinator
<b>Classification:</b>	Non-Faculty
<b>FLSA Status:</b>	Non-Exempt
<b>Supervisor:</b>	Dean of Faculty

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and supervise a daily routine of developmentally appropriate activities for students in the Extended-Day Program.
- Ensure that the program includes a designated time for homework completion.
- Supervise and support students in the program with their homework.
- Plan, prepare, and organize activities for each week.
- Prepare and adhere to budgets for the Extended Day Program that include a small profit margin.
- Monitor the environment for health and safety hazards.
- Implement and monitor daily sign-in and sign-out of students for safety.
- Communicate with parents on a consistent basis regarding their child's participation and inform them of any schedule changes.
- Establish consistent behavior management plans for students and provide positive reinforcement and positive redirection in adherence with Winston's Standards of Positive Behavior.
- Ensure adequate staff-to-student ratio for the range of activities offered in the program.
- Ensure that sufficient supplies and materials are allocated for program activities.
- Collaborate with Marketing & Communications in the design, printing, and distribution of marketing materials for the program and activities.
- Implement formal assessment methods to determine program quality and effectiveness.

- Coordinate transportation arrangements for the safe passage of students for off-campus activities.
- Perform other duties as assigned, including chaperoning, participation in field trips, assisting with or participating in school special events (such as Field Day, Athletic Banquets, Annual Alumni event, dances, etc.), and other activities or tasks, not listed in this job description but requested by the Dean of Faculty or Head of School.

### **RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE**

- Provide students with positive reinforcement and positive redirection in accordance with *Winston's Employee Handbook*
- Agree to uphold the mission of The Winston School San Antonio
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA
- Abide by all requirements, policies, and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook*, and job offer letter.
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS.
- Participate in team meetings, Professional Development, and In-Service training.
- Maintain certification credentials and licensing as appropriate.
- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials, and the facility.
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.), and other activities or tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Director, or Head of School

### **QUALIFICATIONS & REQUIREMENTS**

- Experience in Special Education, Child Development, or related discipline preferred; Bachelor's degree preferred.
- Must have at least one year of experience working with children with learning differences.
- Knowledge of current and positive behavior management techniques.
- Good written and oral communication skills.
- Able to alter daily routine to meet the changing needs of students.
- Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
- Able to stand, move throughout the campus, operate a computer, ascend, and descend stairs, stoop, kneel, and crouch.
- Able to lift, move, or transport equipment and/or furniture weighing up to 20 pounds across campus to various classrooms and events.
- Able to work in outdoor weather conditions.