



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	2	

JOB TITLE	CONTRACT REFERENCE
Youth Services and Preschool PYP Coordinator	Individual Contract
TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Principal of Alternative Services/Community Education Director	January 2019

JOB SUMMARY

Plan and deliver a balanced youth service programs for all ages including Youth Enrichment and Aquatics Programs (Community Education), Targeted Services (Learning Academy and Summer School), and Preschool PYP Coordinator.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Targeted Services (K-8 Learning Academy and K-12 Summer School) <ul style="list-style-type: none"> Responsible for the management of the Targeted Services instructional programs. Responsible for the development, maintenance, and reporting of Continual Learning Plans (CLPs) for all Targeted Service students. Responsible for the development and scheduling of classes. Assist with the recruitment, hiring, and training of staff. Responsible for the assessment of student progress and program success. 	20%	C5
2.	Preschool PYP Coordinator: <ul style="list-style-type: none"> Assist in general leadership duties of the Preschool PYP Program. Lead the transformation of Fridley's traditional curriculum to one that is culturally diverse, from a global perspective through the PYP planners. Assist teachers and principals in developing student and parental activities that promote cultural competency, diversity, and global perspectives. Assume leadership in the alignment of the preschool to elementary curriculum. 	20%	C5

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Youth Services and Preschool PYP Coordinator

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Individual Contract

– Page 2

	<ul style="list-style-type: none"> • Serve on the District IB leadership team. • Assist in overall evaluation of the programs, including data collection on student achievement (including gap analysis) and effectiveness of the PYP. • Provide day-to-day support for the preschool students, families, and classrooms. 		
3.	<p>Plan, implement and evaluate a balanced, self-supporting instructional and recreational aquatics program. Responsibilities include:</p> <ul style="list-style-type: none"> • Recruiting, hiring, training and evaluating part-time and seasonal employees. • Lesson scheduling, lifeguard scheduling. • Marketing preparation. • Supervising programs to ensure compliance with all health and safety procedures and statutes. • Assist in scheduling and assigning staff for pool rental and special events. 	20%	C4/B3
4.	<p>Design, implement and evaluate balanced, self-supporting youth enrichment learning program. Responsibilities include:</p> <ul style="list-style-type: none"> • Recruiting, hiring and supervising instructors. • Site arrangements. • Marketing preparation. • Program support, evaluation, and reporting. • Create and maintain a Youth Development Plan in accordance with Minn. Stat. § 124D.20. 	15%	C4/B2
5.	<p>General Program Support and Registration:</p> <ul style="list-style-type: none"> • Provide information and customer service to community members who call or ask about Community Education, Preschool, Learning Academy, and Summer School programs and classes. • Register students for classes and apply payments when applicable • Allocate assistance for fees per district procedure. • Seek out and assess partnerships with other related agencies and organizations. • Conduct assessments and evaluations of community needs regarding all programs based on input from participants and Community Education Advisory Council. • Responsible for the Preschool, Targeted Services, Aquatics, Youth Enrichment section of the Fridley Community Education Catalog. • Lead and Participate in team meetings and staff development activities, stay current on issues within the field and apply that knowledge to the programs. • Manage training and orientation of staff members. 	20%	B2/C4

JOB TITLE

Youth Services and Preschool PYP Coordinator

CONTRACT REFERENCE

Individual Contract

– Page 3

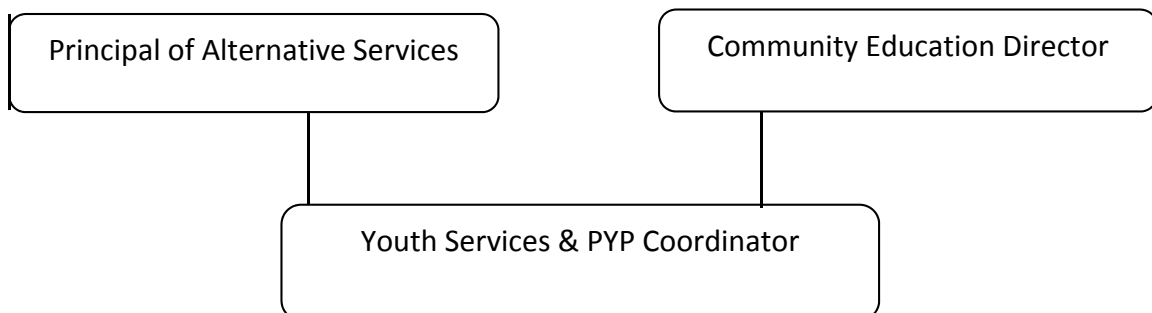
6.	Prepare, recommend, and monitor budgets for all programs and complete financial and year-end reports as required.	5%	C4
7.	Responsible for other duties as assigned by the Principal of Alternative Services or Director of Community Education which are necessary to fulfill the basic function of the position.		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

- Minnesota Department of Education teaching license required
- Flexibility and availability to work a varied schedule as necessary to be present at all aquatics programs and activities and to participate in youth activities, meetings and events
- Ability to collaborate, coordinate, and work with diverse groups of individuals
- Excellent written and oral communication skills
- Energetic, positive, and innovative personal style
- Ability to grasp the big picture and also attend to details
- Technical competency in word processing, spreadsheets, social media, and other applications
- CPR Certificate

Preferred Qualifications

- 2 or more years' experience with IB/PYP, Community Education programming, and/or Targeted Services programming preferred
- Bachelor's Degree in Education, Community Education, Human Services or related fields preferred
- Water Safety Instructor Certificate preferred
- Red Cross Lifeguard Certificate preferred
- Lifeguard Instructor Certificate preferred
- Experience with hiring and supervising staff preferred
- Experience in working with budgets preferred

ORGANIZATIONAL RELATIONSHIPS

JOB TITLE

Youth Services and Preschool PYP Coordinator

– Page 4

CONTRACT REFERENCE

Individual Contract

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.