

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: AFTER SCHOOL CARE COORDINATOR

QUALIFICATIONS:

1. Grade 12 graduation or equivalent.
2. At least one year of relevant work experience.
3. Ability to provide care and mature guidance to children.
4. An ability to work well with other adults and communicate effectively.
5. A desire to help children learn and interact appropriately.
6. An ability to perform basic bookkeeping tasks.
7. Appreciation of the confidential nature of all information relating to students, parents and teachers.
8. 20 hours of training in child development, guidance, health and safety, or nutrition.
9. Holder of a valid Occupational First Aid – Level One Certificate.
10. Holder of a valid Food Safe Certificate

RESPONSIBLE TO: Administrative Officer and Community LINK Coordinator

SUPERVISES: N/A

JOB GOAL: To manage a well organized, supervised after school care program environment.

PERFORMANCE RESPONSIBILITIES:

1. Oversees the program and the After School Care Assistant.
2. Oversees registration of students and sign in/sign out procedures.
3. Oversees the collection of monies from the families and prepares deposits for School Board Office.
4. Assists with setting up, supervising, and cleaning up the program.
5. Provides care and mature guidance to children in the program.
6. Dispenses first aid, if needed.
7. Prepares snacks and supervises snack time.

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8. Ensures that VIHA Child Care Facility guidelines are followed and license requirements are met at all times.
9. Liaises, when needed, with VIHA, the school administration and the Community LINK Coordinator.

TERMS OF EMPLOYMENT: Ten months.

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EVALUATION

DATE: December 20, 2018
COORDINATOR

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Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional program of up to one year or equivalent.
2. Experience	4	60	One year and over.
3. Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures.
4. Mental Effort	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5. Physical Activity	3	18	Light activity of long duration; or Medium activity of intermediate duration or Heavy activity of short duration.
6. Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; OR Coordination of coarse and fine movements, where speed is a moderate consideration; OR Coordination of fine movements, where speed is a minor consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9. Interpersonal Skills	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
10. Disagreeable Conditions		3	30 Minor conditions of frequent exposure; or major conditions of occasional exposure.
TOTAL POINTS		332	

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APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____