

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: ESS Coordinator
Job Class Code: 5235
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Maintains current knowledge of school age childcare principles and provides leadership in initiating activities in the Extended School Program.
- Demonstrates professional and personal characteristics necessary for working effectively with school personnel, students, and members of the community.
- Coordinates and guides long and short term plans for the Extended School Program.
- Organizes and administers a system-wide Extended School Program.
- Orders, receives, and distributes all necessary materials used in the Extended School Program and maintains all records pertaining to purchasing documentation.
- Prepares the Extended School Program's annual operating budget.
- Receipts, deposits, disburse, and records all monies received by the Extended School Program and keeps an accurate ledger from which a monthly balance and an annual audit can be made.
- Completes all necessary paperwork for State of Tennessee compliance and reimbursements.
- Supervises, coordinates, and evaluates the performance of all persons who report directly to the Extended School Program Supervisor.
- Keeps the community, news media, and other interested parties aware of the Extended School Program.
- Keeps the Administration informed of the effectiveness and needs of the Extended School Program.
- Have knowledge of office procedures, keyboarding, office machines, computer operations, word processing, database, and spreadsheets.

MINIMUM QUALIFICATIONS

Education: Bachelor's and/or Master's Degree
Certification/Licensure: Valid Kentucky Teacher certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.