

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

July 2023

SECTION I: GENERAL INFORMATION

Position Title: Targeted Services Coordinator	Department: Targeted Services
Immediate Supervisor's Position Title: ALC/Targeted Services Director	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-1	Bargaining Unit: Community Services and Other Coordinators
Job Summary: Under the general direction of the ALC/Targeted Services Director, the Youth Development Targeted Services Coordinator is responsible for developing, implementing, supervising and evaluating youth development and youth service programs for school-aged youth residing in the Northfield School District.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Plans and coordinates the Targeted Services activities during the school year that occur outside the school day and during breaks (i.e. non-school days).
Percent of Time:	45%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Elementary Targeted Services Programming <ul style="list-style-type: none"> ○ Recruits students for Targeted Services programming. ○ Collaborates with the Community School Coordinator to coordinate the schedules of programming to ensure quality. ○ Oversee registration process for programs. ○ Collaborates with the Community School Coordinator to promote and market out of school time programming. ○ Evaluates the effectiveness of out of school time opportunities; makes changes, enhancements or revisions, as necessary. ○ Attends training sessions, district and departmental meetings which include Community School meetings that are pertinent. ○ Keeps abreast of changing developments, trends and education technologies pertinent to the field. ○ Reviews and makes recommendations to the ALC/Targeted Services Director concerning staffing and budgetary requirements for Targeted Services programming. ○ Works with the Community School Coordinator to ensure the use of best practices in youth development. ○ Serves as a liaison to St. Olaf College and Carleton College for college work study and student volunteer placements in Targeted Services programs. ○ Ensures Continuous Learning Plans (CLPs) are completed for eligible youth. ○ Tracks required data, including Targeted Services participation. • Middle School Targeted Services (Middle School Youth Center) <ul style="list-style-type: none"> ○ Oversees the daily operation of the Middle School Youth Center (regular on-site presence for the school 		

- year).
- Recruits students and staff for Targeted Services programming at the Middle School Youth Center.
- Collaborate with Human Resources for job postings and hiring.
- Coordinates transportation for the Middle School Youth Center.
- Oversee registration process for programs.
- Collaborates with the Community School Coordinator to promote and market out of school time programming.
- Evaluates the effectiveness of out of school time opportunities; makes changes, enhancements or revisions, as necessary.
- Attends training sessions, district and departmental meetings.
- Keeps abreast of changing developments, trends and education technologies pertinent to the field.
- Reviews and makes recommendations to the ALC Director concerning staffing and budgetary requirements for Targeted Services programming.
- Coordinates the training of staff for Middle School Youth Center.
- Supervises Targeted Services staff, staff scheduling, and reviews timesheets.
- Ensures the use of best practices in youth development.
- Serves as a liaison to St. Olaf College and Carleton College for college work study and student volunteer placements in youth development programs.
- Recruits and hire other support staff such as Promise Fellows, VISTAs, volunteers, Community Groups, etc.
- Ensures Continuous Learning Plans (CLPs) are completed for eligible youth.
- Tracks required data, including Targeted Services participation.
- Participates and assists staff in implementing activities and interacting with students in relationship building.
- Assists staff with student behavior management techniques and strategies.

<u>Duty/Responsibility No:</u>	2	<u>Statement of duty/responsibility:</u>
<u>Percent of Time:</u>	45%	Plans, coordinates, and implements the Targeted Services activities occurring during summer.

Tasks involved in fulfilling above duty/responsibility:

- Collaborates with Community School Coordinator to oversee the daily operation of all Summer Targeted Services programming.
- Collaborates with the Community School Coordinator to determine appropriate level of on-site supervision for elementary and middle school sites to ensure adequate support for students, staff, and families.
- Recruits students and staff for summer Targeted Services programming.
- Collaborate with Human Resources for job postings and hiring.
- Coordinates the training of staff for summer programming.
- Collaborates with the Community School Coordinator for scheduling of programming to ensure quality.
- Collaborates with the Community School Coordinator to coordinate transportation for programs.
- Oversee registration process for summer program.
- Oversees the promotion and marketing of summer programming.
- Evaluates the effectiveness of summer Targeted Services programming; makes changes, enhancements or revisions, as necessary.
- Attends training sessions, district and departmental meetings related to summer programming.
- Keeps abreast of changing developments, trends and education technologies pertinent to the field.
- Reviews and makes recommendations to the ALC Director concerning staffing and budgetary requirements for Targeted Services programming.
- Supervises Targeted Services staff, staff schedules, and reviews timesheets.
- Ensures the use of best practices in youth development.
- Serves as a liaison to St. Olaf College and Carleton College for college work study and student volunteer placements in youth development programs.
- Works with the ALC Director/Targeted Services Director to recruit and hire other support staff such as Promise

Fellows, VISTAs, volunteers, Community Groups, etc.

- Ensures Continuous Learning Plans (CLPs) are completed for eligible youth.
- Tracks required data, including Targeted Services participation.

Duty/Responsibility No:	3	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	10%	
<ul style="list-style-type: none"> • Assists with basic office duties at the Area Learning Center (ALC) during the school day, as needed. This may include monitoring the door to let students/visitors in, answering phone calls, and assisting those that enter the ALC office. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Youth Development, Community Education, Education, Recreation or related area.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1 st year graduate level		
	2 nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of practices, techniques, and fundamentals of

Doctorate level	<p>youth development programming and services.</p> <ul style="list-style-type: none"> • Fundamentals of supervisory theories and principles. • Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects. • Knowledge of the issues, needs, problems and concepts of addressing and incorporating cultural diversity within youth programs/services. • Fundamentals and basic knowledge of recordkeeping, budget and data collection. • Basic knowledge concerning the use of computers and related software applications and general business equipment. • Knowledge of community resources and community organizations within the community. • Knowledge of the theories, philosophy and approaches to lifelong learning. • General knowledge of district administrative policies. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.
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Required Work Experience in Addition to Formal Education/Training:
 Requires a minimum of one year directly related work experience in community education, youth enrichment or youth development programming.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to work collaboratively with team members, school staff and other groups and organizations. • Applying supervisory theories and practices in delegating, monitoring, evaluating and training program personnel. • Planning, implementing, coordinating and arranging for youth development, enrichment and youth service programs. • Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services. • Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like. • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department. • Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones. • Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction .
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
1 Middle School Youth Center Site Leaders	1
2 Summer Site Leads	2
TOTAL	3

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Site assistants, volunteers, AmeriCorps Promise Fellows, AmeriCorps tutors, work study students, etc.	Total: 8-20

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			

up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Created July, 2023