



**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 October 2013

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Targeted Services Enrichment Coordinator/Club Leader	<b>Department:</b> Targeted Services Programming
<b>Immediate Supervisor's Position Title:</b> ALC Director	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> C - 4 - 2	<b>Bargaining Unit:</b> Community Services Staff
<b>Job Summary:</b> The Targeted Services Enrichment Coordinator/Club Leader will be responsible for implementing enrichment curriculum/activities/programming for the Elementary Targeted Services programming. This may include organizing, scheduling, and coordinating any enrichment activities for the three elementary sites. Developing and implementing after school curriculum as well as developing community partnerships are necessary duties.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provide "ready to implement" curriculum/activities to the Site Leaders for each elementary site on a possibly daily basis
<b>Percent of Time:</b>	75%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> Plan activities that are age appropriate. This involves researching activities, printing them off, making copies, making sure materials needed are available at each site.		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Actively participate and supervise implementation of enrichment programming (activities, curriculum, partnerships, etc).
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> Travel to each site and observe activities to evaluate effectiveness of lessons planned. Modify curriculum as needed based on the observations and feedback from staff at each site.		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Participates and assists staff in implementing activities and interacting with staff/students to gain feedback on enrichment activities.
<b>Percent of Time:</b>	10%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> Participate in activities to observe ease of understanding instructions provided and obtaining materials needed. Modify as activities as needed once strengths and weaknesses of lessons is determined.		

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**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
less than high school diploma		B.S. in any field of study.		
High school diploma or GED.		Major field of study or degree emphasis:		
1 year college				2 years college
3 years college	X			4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: Knowledge of after school curriculum implementation Knowledge of appropriate techniques, practices for after school programming Knowledge of Targeted Services goals, philosophy		
2nd year graduate level				
Doctorate level				
Required Work Experience in Addition to Formal Education/Training:				
Required Supervisory Experience:				
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Teaching license preferred, but not required.		

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	Skilled in:
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <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 school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			X	
<b>Walk</b>			X	
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>				X
<b>Reach with hands and arms</b>			X	
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				X
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>		X		
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Research, planning will most likely be done while sitting. Copying and organizing will most likely be done while standing. Carrying materials/boxes to sites will occur frequently. May need to crouch or kneel while engaging in activities with the students.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

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

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**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**