

[Go Back](#)**NASSAU COUNTY****Title : COORDINATOR OF SCHOOL  
ENRICHMENT PROGRAMS****SCHOOL DISTRICTS****Code: 210120 LQA****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Plans, coordinates, and evaluates a specialized educational enrichment program; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require independent judgment in planning programs, organizing and directing volunteers, and coordinating and implementing teachers' recommendations in line with available resources and budgetary constraints; may supervise clerical staff.

**TYPICAL DUTIES**

1. Plans, under the guidance of the teaching staff, a program that supplements specific curriculum.
2. Recruits guest speakers, establishes workshops and demonstrations, and secures educational films.
3. Observes and evaluates speakers, demonstrations, and films.
4. Recruits and supervises student volunteers working in the program.
5. Prepares notifications to participants, attendance lists, and reports.
6. Coordinates the clerical and para-professional staff assigned to the program.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of instructional techniques, materials, and resources.
2. Ability to observe and evaluate program material, ie. speakers, films, workshops, and demonstrations.
3. Ability to establish and maintain effective working relationships with students and teaching staff.
4. Ability to keep records and make reports.

**MINIMUM QUALIFICATIONS****Training and Experience**

1. Associates degree from a regionally accredited or New York State registered college with course work in Education;  
or
2. Completion of two years of training with full credit at a regionally accredited or New York State registered college or university with course work in Education.

**NOTE:** Experience in a paid, full-time position responsible for planning and implementing an organized educational or cultural program for school-age children may be substituted for the educational requirement above on a year-for-year basis up to a maximum of two years.

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