



Job Title Enrichment Specialist

Reports To: ASEP Manager
Typical Schedule: 260+ days/8 hours
Bargaining Unit: None

FLSA: Exempt
Job Code: 5228
Salary Schedule: 58N

JOB GOAL
Responsible for the development, implementation and management of before and/or after school enrichment programs by providing supervision, technical assistance, coaching and training to site-based staff while supporting District’s mission, vision and goals.
ESSENTIAL DUTIES & RESPONSIBILITIES <i>The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be construed as an exhaustive list of all duties and responsibilities required of those in this position.</i>
<ol style="list-style-type: none"> 1. Provide supervision, coaching, and technical assistance to employees who oversee site operations in order to reinforce program objectives, policies, procedures, and identifying deficiencies. 2. Supervise, evaluate, train and delegate work to appropriate staff, and make recommendation for employment. 3. Support K-12 enrichment programs in multiple schools to ensure they meet quality assessments and comply with school board policies and procedures. 4. Identify opportunities for community partnerships by engaging outside individuals to come in for various presentations on different topics in order to enhance the enrichment programs. 5. Participate in the decision making for the expansion of K-12 enrichment programs. 6. Maintain a consistent system for reporting program related information and recommending program modifications or enhancements to management and senior staff. 7. Identify staff development and other program needs and recommend appropriate action and resources. 8. Participate in the planning of community outreach, professional development, and other program support activities. 9. Attend and participate in conferences, workshops, and seminars to gain knowledge of current trends and best practices in K-12 enrichment programs. 10. Establish and maintain a safe environment for students. 11. Perform other duties as assigned.
MINIMUM REQUIREMENTS <i>Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.</i>
KNOWLEDGE, SKILLS & ABILITIES
<ul style="list-style-type: none"> • Knowledge of best practices in K-12 enrichment programming. • Knowledge and understanding of program assessment for quality standards. • Ability to provide appropriate guidance and coaching techniques and serve as a resource for all stakeholders. • Ability to facilitate effective teamwork by building productive, collaborative relationships. • Ability to communicate effectively with a variety of audiences in written and oral form, including familiarity with electronic media communication platforms. • Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
EDUCATION, TRAINING & EXPERIENCE
<ul style="list-style-type: none"> • Bachelor’s degree from an accredited institution • Three (3) years of experience working with students in K-12 enrichment programs • OR • Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
CERTIFICATES, LICENSES, & REGISTRATIONS
<ul style="list-style-type: none"> • Satisfactory completion of American Red Cross Adult and Pediatric First Aid/CPR/AED course or agreement to complete within 30 days of hire. Must maintain certification by American Red Cross in Adult and Pediatric First Aid/CPR/AED as a condition of continued employment

PREFERRED QUALIFICATIONS
<ul style="list-style-type: none"> • Experience working with K-12 enrichment programs
SUPERVISORY RESPONSIBILITY
Direct supervision of assigned personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.
PHYSICAL REQUIREMENTS
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time.
PHYSICAL ACTIVITY <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</i>
While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands/fingers to handle, or feel; reach with hands and arms. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
WORKING CONDITIONS
Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.
MACHINES, TOOLS, EQUIPMENT
<ul style="list-style-type: none"> • General office equipment, including personal computers, fax machines, copiers, telephones, etc. Must possess a reliable mode of transportation for travel to schools within the district.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p>

Pasco County Schools will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.