

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 1.20**

**Position Title:** Coordinator of Chautauqua Programs

**Reports To:** Assistant Superintendent for Administrative Services

**SUMMARY**

Provides for the smooth implementation of the Chautauqua program according to guidelines and District policy.

**QUALIFICATIONS/REQUIREMENTS**

The Chautauqua Coordinator shall have a Bachelor's degree in education. Previous experience implementing child enrichment programs is recommended.

**ESSENTIAL JOB DUTIES**

- Coordinates the work of Chautauqua staff members.
- Plans, implements and reports program procedures to Board of Education.
- Identifies needs in the District for enrichment programs.
- Administrate the before and After School Care program, Kindergarten Enrichment program and Summer School program.
- Makes recommendations to the personnel office for the assignment and/or termination of employment of all Chautauqua, Kindergarten Enrichment, and Summer School staff,
- Evaluates assigned personnel and makes recommendations to the personnel office for the assignment and termination of Chautauqua, Kindergarten Enrichment, and Summer School employees.
- Researches, adapts, and maintains curriculum materials.
- Conducts program correspondence and appropriate public relations activities
- Supervises and maintains all program record keeping.
- Schedules and conducts monthly staff meetings.
- Compiles Chautauqua end-of-the-year reports.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Superintendent or designated administrator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 1.20**  
**Page 2**

**TERMS OF EMPLOYMENT**

The Coordinator of Chautauqua Programs shall be employed on a twelve-month basis with four weeks of vacation. Salary for the position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.