



STAFF PERSONNEL POSITION DESCRIPTION

Position: *Extended Care Coordinator*

Employment Schedule: *10 months*
Evaluation: *Annually*
Reports to: *Elementary and Secondary Principal*
Supervises: *Extended Care Staff, Students*
Compensation: *Hourly*

Summary: The Extended Care Coordinator is responsible for the supervision and coordination of the before and after school programs for both elementary and secondary students. The Coordinator is directly responsible for planning and organizing all daily activities, ensuring safety for all students, and staffing each day.

Essential Duties and Responsibilities

- Ensure safety and security of enrolled participants
- Implement the program's mission and goals
- Develop and plan activities that incorporate the program's goals into the daily schedule
- Manage and supervise all daily operations and aspects of the program and coordinate with the school's administration, teachers, and facility staff
- Provide a high-quality learning environment and manage activities that extend the school day
- Assist in recruitment, interviewing, hiring, and training of program staff
- Supervise and coach the staff and promote their professional growth and development
- Maintain the staff work schedule and calendar
- Organize program logistics, such as schedules, lesson plans, snack, space, supply requests, and other programmatic needs
- Build and maintain positive relationships with all participants, parents, school staff and administration
- Maintain open communication between the staff, school personnel, and parents
- Communicate with the parents on a routine basis
- Maintain accurate and up-to-date records (i.e. applications, attendance and sign-in/out sheets, incident/accident reports, parent balances and payments, etc.) and prepare reports, as requested
- Report any problems which arise with participants, other employees, parents, or the school to the Director of School Operations
- Responsible for all activity and room preparations for the program
- Keep the storage room orderly and well inventoried
- Request supplies for the program from the Director of School Operations
- Assist with acquiring program supplies
- Follow and enforce program policies and procedures
- Ensure that the program operates in compliance
- Assist with program evaluations and use the data for program improvements.
- Other duties as assigned

Spiritual Qualifications:

1. A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
2. Accept and support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
3. A deep commitment to, and personal understanding of, the principles of a Christian education.

Position Qualifications:

1. Excellent verbal and written communication skills and interpersonal skills.
2. Must be able to pass a criminal background check.
3. Experience with children preferred.