



Job Title: **Extended Care Coordinator**
FLSA Status: Nonexempt, PT Position
Dept: Valeo Academy
Date: August, 2019
Reports to: Principal and Administrator of Valeo Academy

Job Summary

The coordinator is responsible for implementing the Extended Care program at Valeo Academy, a private Christian School affiliated with Life Changers International Church. The program runs from the end of August through beginning of June, each school day 3:00 -6:00 PM, except for school holidays

Duties and Responsibilities:

- Manage accurate daily attendance records
- Ensure safety of children's activities
- During academic and recreation periods, monitor site and resolve discipline issues
- Build and maintain working relationships with school teachers, parents, and administrators
- Work directly with the school office to process account billing
- Assist students with homework questions

Qualifications:

- Must have a saving knowledge of Jesus Christ and have answered his call to commitment of service. Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture. Attend services on Wednesdays and Sundays.
- Must be physically able to stand for 3 hours at a time, bend, and reach. Must be able to lift up to 10 lbs.
- Experience working with children of various ages (4 to 12)
- Creative and innovative mindset to entertain and tutor a range of school aged children
- Strong classroom management skills for children's ages ranging from 4 to 12 in one setting
- Familiarity with private school setting is a plus
- Provide peaceful and creative environment in a classroom setting
- Must have clean Criminal background check

By signing, I acknowledge receiving and understanding this description and agree to perform the duties to the best of my ability.



VALEO ACADEMY
CHARACTER · POWER · DESTINY

Signature

Print Name

Date