



JOB DESCRIPTION

Position: Afterschool Care Coordinator

Reports to: Headmaster

Position Status: Part-Time, Hourly

Department: Rock Academy

Effective: August 24, 2012

Replaces: All Previous

Posting Number: RA-17-12

Posting Date: August 24, 2012

Closing Date: August 31, 2012

Position Summary:

Afterschool Care Coordinator will manage all aspects of afterschool care for the Academy's K-5th Grades. Incumbent will report directly to the Headmaster.

Job Responsibilities and Duties:

1. Handles attendance, oversees homework, coordinates snacks, general and careful supervision of children, collecting monies, documenting income and depositing monies with the Academy Controller.
2. Adapts to changes in the work environment; able to deal with frequent changes, delays, unexpected events with poise and professionalism.
3. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem solving situations; strong team player who meets commitments
4. Maintains confidentiality as appropriate.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Headmaster.

Job Skills and Requirements:

1. Experience in administration or related fields are required. Planning and organizational skills, knowledge of legal liability, public relations..
2. Strong oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations. Experience in conflict resolution.
3. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint).
4. Self-motivated and flexible with the ability to work well under pressure and in a fast paced working environment with minimal supervision.
5. Must possess good class management as well as knowledge of subject material.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of both a LiveScan, Background and reference check.

4. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
5. Attendance at all mandatory meetings (and events, as needed).
6. Signed acknowledgement of the Rock Church Statement of Faith.
7. Adheres to policies and procedures as stated in the Rock Academy Staff Handbook.
8. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in “professional casual” attire.
9. Attendance at all mandatory meetings (and events, as needed).

Physical Requirements:

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church and Academy are at-will, as such, are free to resign any time without reason. The Rock Church and Academy likewise, retain the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church or Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.