



# EVERGREEN ACADEMY

*Educating Students...Training Leaders...Commissioning Warriors*

## AFTER SCHOOL CARE COORDINATOR JOB DESCRIPTION

**JOB SUMMARY:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God, in conjunction with the vision and mission of Evergreen Academy. "Our VISION is to cultivate serious followers of Jesus Christ, students educated with excellence, who will advance the kingdom of God in their generation by Christian influence and impact. Our MISSION is to develop Kingdom leaders who are marked by academic achievement, biblical worldview, a solid grasp of Christian history and the best traditions of Western Civilization, and energized by a personal commitment to Jesus Christ."

**Classification:** Part time

**Responsible to:** Head of School

**Supervises:** Students

### CREDENTIALS AND CALLING:

- Have a saving relationship with Jesus Christ
- Have a strong desire and willingness to disciple students.
- Minimum: HS diploma, college degree preferred.
- Be an active member of a Bible believing church
- Have a love and passion for God, students, and subject area taught.
- Be called by God to teach at Evergreen Academy
- Agree to support and sign the EA Statement of Faith
- Agree to support and sign the EA Lifestyle Statement

### Duties and Responsibilities/Essential Functions:

- Develop and plan activities and set a daily routine.
- Provide a warm and caring atmosphere for participants.
- Prepare activities that are developmentally appropriate for the age of the children.
- Communicate with the parents through daily drop off and pickup.
- 3 Maintain a safe environment for participants.
- Submit all written correspondence to the Head of School for approval prior to distribution.
- Maintain records of attendance and sign in/out sheets and follow late pickup policy with consistency.
- Submit sign in/out sheets to the Administrative Assistant on a weekly basis to student financial counts can be updated for payment purposes.
- Maintain a positive attitude toward coworkers, students, and the school.
- Responsible for all activity and room preparations for the program.
- Keep the room neat and orderly.
- Request supplies for the program from the Head of School.



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- Follow and enforce all school policies and procedures.
- Be adaptable to work in all weather conditions. May be required to work in various temperatures within the facility and outside.
- Make recommendations to the Head of School for improvement on equipment, supplies, facility and program needs.
- Ability to use good judgment and effective problem-solving skills.
- Maintain proper administrative paperwork. This includes but is not limited to time sheets, attendance sheets, leave request forms, and accident/injury forms.
- Other duties as assigned.

## **The ideal candidate must:**

- Possess a professional disposition and attitude;
- Have excellent verbal and written communication skills;
- Be able to gain and maintain confidence and cooperation of faculty, administration, and students;
- Have the ability to maintain and exercise discretion with confidential information, records and materials;
- Be detail-oriented and be able to meet deadlines under pressure;
- Have the ability to work with minimal supervision and frequent interruption, and the flexibility to work with changing workflow priorities;
- Have excellent customer service skills and the ability to communicate with various stakeholders;
- Demonstrate strong organizational, time management, problem-solving skills, resourcefulness, and initiative;
- Possess excellent grammar and proofreading skills;
- Have an interest in and ability to expand skills;
- Agrees with all policies as set out in the Faculty/Staff Handbook.

## **THE RIGHTS OF EVERGREEN ACADEMY**

Evergreen Academy reserves the right to alter this position's job description/job duties to meet the needs and goals of the school.

## **EMPLOYMENT NONDISCRIMINATION POLICY**

Evergreen Academy does not discriminate based on the applicant's race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.**