



## School Age Program Coordinator

Wage Type: **Hourly**

FLSA Exemption: **Non-Exempt or Called, if Synodically Rostered by the LCMS**

### Responsibilities

The School Age Program Coordinator (SAPC) should be committed to leading children to Love Jesus, Love Others, and Love Learning as reflected by providing the best quality care for the children enrolled at Christ Lincoln Child Care & Preschool by challenging and supporting children to their fullest potential to enable them to grow in their relationship with Jesus. Our ministry to children is a cooperative effort involving the child, the family, the staff and the congregation of Christ Lincoln Church. *The SAPC must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The SAPC must lead by example; maintain high core values and CL Mission.*

**Supervisor:** Sumner Childcare Site Director, Director of Early Childhood Education and Elementary Principal

- I. Operate with an Outward Mindset
- II. Take problems to the appropriate administrator as necessary.
- III. Provide input and constructive recommendations.

**Recipients:** School Age Students and Parents

- I. Support the broader program of the Child Care center and Elementary by attending extra-curricular activities when possible.
- II. Recognize the need for good public relations, representing the Child Care center and Elementary in a professional and favorable manner.
- III. Maintain consistent rules and expectations in classrooms. Quickly react when problems, issues or concerns arise. Classroom discipline should align with the Christ Lincoln Child Care & Preschool discipline policy. Take care of minor problems personally, referring major problems to the Site Director, Director of Early Childhood Education or Elementary Principal.
- IV. Communicate with parents daily and in a professional manner. Fill out discipline or accident documentation and any other written documentation that may be needed. Be available to families who wish to have a conference. Keep an updated Parent Information Center.
- V. Plan and implement developmentally appropriate lessons/activities, centers, room environments, including arrangements for any visitors, special programs or field trips for School out Days and the Summer Program. Provide copies to the Site Director and Director 2 weeks ahead. Post curriculum weekly.
- VI. Supervise and engage children at their level to promote individual growth in all learning areas.
- VII. Keep current information on each child (emergency cards, allergy or medical and special needs) of the assigned classroom and assist with the other rooms. Keep all information about families and children confidential

**Coworkers:** Child Care, Preschool & Elementary Staff

- I. Promote a team player approach within the Child Care center, Elementary and Church.
- II. Work cooperatively with other staff in sharing responsibilities, carrying out the daily routine and staff unity; creating a harmonious and efficient work environment.

**Direct Reports:** Childcare Assistants

- I. Share your knowledge of child development, classroom management and teaching strategies.
- II. Train and correct assistants to meet the needs of the classroom and the expectation of the role.
- III. Teach and model supervision skills.
- IV. Demonstrate confidentiality, flexibility, approachability, and objectivity toward supervisor, staff members, children, parents, and guests.
- V. Model professionalism with a personal appearance that is courteous, controlled, warm and helpful. Dress attire must be professional (casual) at all times. No defamatory or unprofessional clothing at any time.

- VI. Model character qualities including enthusiasm, extreme flexibility, organization, courtesy, integrity, patience, gratitude, kindness, self-control, perseverance and punctuality.
- VII. Encourage initiative - the ability to see a task and get it done; going beyond what is expected to exceed expectations.

### **Competencies**

The SAPC shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. Troubleshooting skills to process breakdowns to create and implement solutions.
- II. Strong organizational skills with attention to detail.
- III. Ability to multitask and prioritize daily workload.
- IV. The skills to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- V. AV experience desired but not required.
- VI. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- VII. Process/systems analytical skills with the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- VIII. Ability to take the initiative and be a self-starter.
- IX. Continually long hours in intense supervision and education of children which requires attention to detail, patience and support of the children in care.
- X. Regularly work under pressure to maintain safe classroom and playground environments to promote developmentally appropriate experiences.
- XI. Agreement with Christ Lincoln School's (Childcare and Elementary) philosophy of education and mission statement.
- XII. Ability to meet and exceed the physical expectations of the position:
  - a. Regularly endure persistent standing and walking.
  - b. Rarely required to use hands, fingers and wrist to operate office equipment and computers.
  - c. Continually required to speak and listen.
  - d. Regularly lift children, supplies and materials that weigh up to 20 pounds.
  - e. Continually work in a busy classroom or playground in moderate to extreme temperatures.

### **Abilities**

The SAPC should exemplify these skills: organization and time management. Professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills. Maintaining confidentiality, flexibility, approachability and objectivity toward supervisor, staff, children, parents and guests is expected at all times. Enthusiasm, extreme flexibility, patience, kindness and punctuality are all qualities that the SAPC should take pride in. The commitment to protect and ensure the best interest of Christ Lincoln by serving as a lead example for Christ Lincoln is an impactful need in this position. The SAPC must meet with parents on a regular basis.

### **Qualifications**

Bachelor degree in Early Childhood or Elementary Education preferred; consideration of related 4 year degrees (i.e. Youth & Family Sciences, Social Work or similar). At least two years of proven child care experience. Knowledge of child development, classroom management, assessment and teaching strategies as well as State licensing agencies and Center policies required. Basic computer skills necessary.

### **Equal Opportunity Commitment/Americans with Disabilities Act**

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or

mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.