

After-Care Coordinator Position Announcement

Title: Part-Time After-Care Supervisor	Date: Dec. 11, 2018
Division: Staff	Directly Reports To: Administrator
Unit/Department: Lakeview Christian Academy	Posting Date: Dec. 11, 2018 Position Starts: 2018-2019 School Year
General Purpose: The After-Care Coordinator position receives and oversees children from 3:00-5:30 pm on Tues.Thurs.,Fri. (2.5 hrs./day)	

Key Result Areas	
Attitude and skills with students: <ul style="list-style-type: none"> • Relate with appropriate and respectful voice and actions to all students • Responsible for safety and welfare of students • Maintain a reasonable amount of order when students are gathered together • Able to manage students in grades PreK-12 • Provide a homework time at the beginning of After Care • Oversee students in cleaning and maintaining the cafeteria 	
Attitudes and skills with parents: <ul style="list-style-type: none"> • Maintain confidentiality and tact with negative information • Available to parents • Keep parents informed of student's progress • Seek input before making decisions or recommendations to parents 	
Attitudes and skills with co-workers <ul style="list-style-type: none"> • Work as a team member and diligent to preserve unity within the staff • Consistently show commitment, enthusiasm and involvement • Possess effective communication skills 	
General work habits: <ul style="list-style-type: none"> • Prompt and reliable attendance record • Conscious of health and safety issues • Attend in-service training as required (this could be full days) • Demonstrates spiritual maturity • Know and follow the Faculty/Staff handbook 	

Nature of Supervision Received (check one):	
	Routine work performed under immediate supervision with detailed instructions. Activities required minimal decision making.
	Primary routine work performed with supervision readily available. Activities follow established, well-defined procedures, and basic decision are made within the scope of these procedures/guidelines. Decisions outside the scope of the guidelines are referred to the supervisor.
	Work performed independently with supervision available. Manages and prioritizes own workload; expected to make some non-routine decisions requiring judgment and interpretation.
X	Under direction as to assignments and general methods of execution, with periodic review of assignments. Expected to make non-routine decisions requiring analysis and interpretation with limited guidance from supervisor.
	Under general direction as to broad assignments. Determines methods and delivers final results.
	Within the broadest scope of the unit's objectives, determines and executes major programs.

Benefits

- Compensation: \$12.00/hr.
- Contractual Period: 1-3-19 – 5-31-19

Applications will be received until the website post is removed.

All employment questions and requests for an application should be directed to Kris Brown at kris.brown@lcaduluth.org or 218-723-8844 ext. 20