



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – After-Care Coordinator

The After-Care Coordinator is a part-time, hourly position with a 9-month work schedule, beginning August 29, 2022. The After-Care Coordinator will report to the Director of School Operations.

Position Overview

The After-Care coordinator is responsible for the supervision and coordination of program and staff. The coordinator is directly responsible for planning and organizing all daily activities, maintaining relationships with enrichment programming providers and implementing the policies and procedures developed for the program.

The After-Care Coordinator's essential duties and responsibilities are as follows:

- Ensure safety and security of enrolled participants
- Implement the program's mission and goals
- Develop and plan activities that incorporate the program's goals into the daily schedule
- Manage and supervise all daily operations and aspects of the program and coordinate with the school's administration, teachers, and facility staff
- Provide a high-quality learning environment and manage activities that extend the school day
- Assist in recruitment, interviewing, hiring, and training of program staff
- Supervise and coach the staff and promote their professional growth and development
- Maintain the staff work schedule and calendar
- Organize program logistics, such as schedules, lesson plans, snack, space, supply requests, and other programmatic needs
- Build and maintain positive relationships with all participants, parents, school staff and administration
- Maintain open communication between the staff, school personnel, and parents
- Communicate with the parents on a routine basis
- Maintain accurate and up-to-date records (i.e. applications, attendance and sign-in/out sheets, incident/accident reports, parent balances and payments, etc.) and prepare reports, as requested
- Report any problems which arise with participants, other employees, parents, or the school to the Director of School Operations
- Responsible for all activity and room preparations for the program
- Keep the storage room orderly and well inventoried
- Request supplies for the program from the Director of School Operations
- Assist with acquiring program supplies
- Follow and enforce program policies and procedures
- Ensure that the program operates in compliance
- Assist with program evaluations and use the data for program improvements.
- Other duties as assigned.

Computer Skills

To perform this job successfully an individual must have knowledge of Microsoft Office Suite, (Word, Excel, OneNote, Power Point) and a familiarity with Google Workspace

Qualifications

- Three (3) years of experience working with elementary school-aged children
- First Aid/CPR certified
- Be a self-starter and perform job with little supervision
- Possess the ability to communicate well, both verbally and in writing
- Possess basic knowledge and understanding of school-aged children.
- Ability to use good judgment and implement effective problem-solving skills
- Possess organizational and administrative skills

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Employment offers are contingent upon applicant being able to pass an FBI background check.

Application Process

Staff applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: mrose@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy.)
- Resume
- Three professional references. Please include email address and phone number for each reference.