



Heritage Christian School Extended Care Program Coordinator/ Paraprofessional

After School Program initiatives are under the direct supervision of the Administrative Office Manager and the Head of School. *Paraprofessional* initiatives are under the direct supervision of the Head of School and teachers being assisted. As a central component of our efforts in partnering with parents on a daily basis, staff members on the Extended Care Program and paraprofessional team will embody the characteristics of the Portrait of a Graduate as godly role models for the students they commit to oversee.

Position:

- Extended Care Program Coordinator/Paraprofessional

Spiritual Qualifications:

- Demonstrates spiritual maturity through a personal commitment and relationship to Jesus Christ and an active member/regular attendee of a local evangelical church
- Agrees with and commits to uphold Heritage Christian School's Statement of Faith as well as the school's Declaration of Moral Integrity
- Demonstrates a commitment to Heritage Christian School's mission and vision

Professional Qualifications:

- At least 21 Years of Age
- Bachelor's or Associate's Degree in early childhood, child development, elementary education, or a child-related field preferred
- Experience working with children in a child care center or school setting, preferably in a supervisory role, or some child development-related experience
- Strong communication and organizational skills
- Proficient computer skills
- Capable of lifting over 40 pounds, assuming postures in low levels to allow physical and visual contact with children, seeing and hearing well enough to keep children safe, and engaging in physical activity with children

Responsibilities:

Extended Care Coordinator:

- Responsible for the operation and management of the Extended Care Program including ensuring and scheduling adequate staffing
- Staff hiring, training, and development
- Direct and supervise all staff and students in the program
- Responsible for the daily cleaning and maintenance of program space
- Maintain program communication with parents
- Inventory purchasing and maintenance



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- Maintain proper licensing and safety guidelines
- Maintain accurate sign-in/sign-out documentation for students
- Commit to use training, skills, strengths, experience, and passion in pursuit of the mission of Heritage Christian School

Paraprofessional:

- Assist with recess duty
- Float in classrooms and assist teachers with projects as needed
- Serve as a substitute to cover teacher appointments/meetings
- Work one-on-one with students as requested by the teacher
- Assist students with minor physical disabilities

Specific Role Requirements*:

- Must submit to a Criminal Background Check, including fingerprinting
- First Aid/CPR Certification
- Universal Precautions Training
- Mandatory Child Abuse Reporter Training
- 10 Modules of Essentials Training

*All may be completed upon hire

Position Hours:

- Monday – Friday 10:00 am to 5:30 pm (7.5 hrs.)
 - Total: 37.5 hrs./week school days only

Pay:

- \$17.00 – 18.00 per hour