



Heritage Christian School Before and After School Program Coordinator

Before and After School Program initiatives are under the direct supervision of the Director of Finance and the Head of School. As central component of our efforts in partnering with parents on a daily basis, staff members on the Before and After School Program team will embody the characteristics of the Portrait of a Graduate as godly role models for the students they commit to oversee.

Position:

- Before and After School Program Coordinator

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
- 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:

- Responsible for the operation and management of the Before and After School Program
- 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 & maintenance
- Staff training and development
- Maintain proper licensing and safety guidelines
- Maintain accurate sign-in/sign-out documentation for students



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- Commits to use training, skills, strengths, experience, and passion in pursuit of the mission of Heritage Christian School

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 7:00 am to 9:00 am (10 hrs.)
- Monday – Friday 3:00 pm to 6:00 pm (15 hrs.)
 - Total: 25 hrs.

Depending on need, after school care may also include PreK after school care beginning at 1:30 PM M-F

Pay:

- \$15.00 – 16.00 per hour