ASSISTANT TO THE EXTENDED LEARNING COORDINATOR

JOB SUMMARY:
The Assistant to the Extended Learning Coordinator is responsible for assisting the Extended Learning Coordinator in daily duties and program maintenance. Work hours may include day, evening and weekend shifts. This is a part time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Set up dining hall/waiting area (post class signs, arrange tables).
- Monitor dining hall/waiting area after school.
- Assist in supervising students in classrooms, play areas, outdoor fields, the pool, tennis courts, and auto line.
- Assist the Extended Learning Coordinator with answering parent/guardian emails and phone calls.
- Take class attendance and maintain attendance records.
- Assist in escorting students to class.
- Assist in escorting students to auto line.
- Assist in escorting students to after school care.
- Assist in escorting student to health room.
- Assist in ensuring that classrooms are locked and well kept after class.
- Assist in contacting parents/guardians about cancelled classes.
- Maintain a daily log of activity.

QUALIFICATIONS
- Must be able to take direction in a cooperative, respectful and professional manner.
- Must be able to work well with children and adolescents.
- Must be detail oriented.
- Must possess good communication skills, both written and verbal.
- Must be a self starter and able to perform duties without direct supervision.
- Must be able to effectively communicate with students, parents/guardians, faculty and administration.
- Requires a current TB clearance card.
- Must clear fingerprint/background check requirements.

EDUCATION and/or EXPERIENCE
- Must have a high school diploma.
- Experience working with preschool, elementary, middle and high school students is a plus.
PHYSICAL DEMANDS
Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking uphill, stairs to fields for fire drills. Sitting in a normal position for extended periods of time, reaching by extending hand(s) or arm(s) in any direction. May need to bend, lift, and carry items. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard. It is important to see and hear within normal parameters and possess the ability to move about with little to no difficulty.

MENTAL DEMANDS
On a daily basis employee must frequently problem solve, make decisions, interpret data, organize, plan, and clearly communicate.

EQUIPMENT USE
- Computer – frequently
- Telephone and copier – occasionally

WORKING CONDITIONS
- Indoor – Frequently
- Outdoor – Loud noise, cold and hot temperatures – occasionally

WORKING ENVIRONMENT
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.