

**ST. ROSE OF LIMA CATHOLIC SCHOOL
DIOCESE OF YAKIMA**

Position Description

JOB TITLE: After School Program Coordinator

DEPT/ PROGRAM: ST ROSE OF LIMA, EPHRATA

TITLE OF SUPERVISOR: PRINCIPAL, AMY KRAUTSCHEID

POSITION CLASSIFICATION: By Part-time Hourly Agreement

DATE PREPARED: June 2024

APPROVED BY: Amy Krautscheid, Principal

SALARY: \$16.28/hour - \$18.25/hour, depending on experience and years of service

PART-TIME HOURLY POSITION

POSITION SUMMARY

The after-school program coordinator is responsible for planning, fulfilling, and maintaining after school activities for students from Monday-Friday, 2:30-5:30. The coordinator will be responsible for scheduling homework completion, outside activities, and inside games along with after school snacks. A framed schedule will be provided. The After-school coordinator is responsible for ensuring each student is accounted for at the beginning of their duty and each student is checked out to their parent/guardian each afternoon/evening. The coordinator is responsible for managing an assistant. The coordinator is expected to uphold St. Rose behavior expectations and follow all St. Rose school rules.

MAJOR RESPONSIBILITIES:

The following are essential duties associated with the position of a Physical Education/Health Specialist:

I.Primary Function

TASKS

1. Provide a welcoming and friendly after school environment for all children and parents
2. Create fun innovative and engaging age-appropriate activities
3. Manage effective activity transitions
4. Assist and supervise children during all activities, plus counsel children as needed using positive and appropriate discipline techniques
5. Ensure that the appearance, cleanliness, and safe environment of classroom/building is appropriately maintained
6. Accurately complete all building paperwork, such as daily reports, accident reports and attendance records and data keeping and tracking
7. Follow all classroom regulations for the safety and educational success of the children
8. Attend staff meetings and trainings as requested
9. Present a positive and professional image at all times and adhere to student uniform requirements

10. Communicate with parents in a friendly and effective manner, including greeting them by name, addressing concerns in a timely manner, giving positive feedback, and providing regular updates on their child's development and after-school happenings
12. Maintain open and effective communication with the principal
13. Identify opportunities and/or problems in the classroom and resolve them in cooperation with the assistant and/or the school Principal
14. Maintain confidentiality regarding families, students, and the school

WORK SCHEDULE:

The normal work schedule is 3 hours per day 5 days per week with exact schedules determined by the Principal. It is the attendance standard of the Diocese of Yakima for all employees to be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

PHYSICAL REQUIREMENTS:

1. Work is primarily performed in a classroom environment. Activities are dynamic with a high level of activity.
2. Incumbent must be able to lift 40 pounds
3. Stand up to 95% of the day
4. Assume postures in low level positions that best allow physical and visual contact with children
5. Must be able to sustain a high level of energy
6. Bend to perform various tasks numerous times throughout the day
7. Stoop, sit on the floor
8. Have the ability to move from a seated position to a standing position promptly to respond to emergency situations
9. Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
10. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.
11. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
12. Must be able to monitor and assist in multiple levels of homework completion.
13. Incumbent will need to be flexible and be able to respond quickly and appropriately to changing situations
14. Incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

NON-PHYSICAL REQUIREMENTS:

I. Education:

High School diploma required
Experience Managing school aged children recognized

II. Experience desired:

- 1. 1+ years experience

III. Special Skills:

- 1. Able to maintain confidentiality
- 2. Excellent organizational skills required
- 2. Able to maintain a positive, team-oriented work attitude
- 3. Able to cooperatively work with other school staff
- 4. CRP and First Aid Certification or willingness to obtain desired
- 5. Valid driver’s license, clean driving record

ACKNOWLEDGEMENT

THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS “AT WILL” AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR THE DIOCESE OF YAKIMA WITH OR WITHOUT CAUSE OR NOTICE.

Signature of Employee Date

Signature of Supervisor Date

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by EEOC regulations (§1630.2(m) and (n) and Title I of the Americans with Disabilities Act (ADA)). This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.