



**PRESCHOOL ECC COORDINATOR  
CALVARY CHRISTIAN SCHOOL  
JOB DESCRIPTION**

**SUMMARY:**

To plan, guide, and supervise activities and students after school hours on days that school is in session.

**REQUIREMENTS:**

- Be a born-again Christian with a clear testimony in thoughts, words, and deeds.
- Be an active member of a Bible-believing church
- Subscribe to and support Calvary Baptist Church's doctrinal and leadership statements
- Be capable of effectively supervising students of various age/grade levels PreK3 & 4
- Have the ability to communicate effectively and tactfully with students, parents, and other school staff members
- Child care experience preferred
- Complete the state required mandates for working with preschool aged children (i.e. TB test, CAN Background Check, required state training hours per year with 6 hrs. of orientation completed within the first 60 days of hire)

**SPECIFIC RESPONSIBILITIES:**

- Plan and organize after-school activities for students who remain at school after the conclusion of the regular school day, until 6:00 pm
- Be faithful and dependable in attendance
- Provide direct supervision of after-school activities and consistently enforce all CCS policies, rules, and procedures
- Account for the whereabouts of all students under his/her care by communicating and coordinating effectively with classroom teachers, coaches, other activity directors, and parents
- Communicate with elementary principal or preschool director on needed games and supplies for students' after-school activities.
- Schedule and supervise restroom breaks
- Keep accurate and updated daily student attendance records
- Maintain necessary parent and emergency records for contacting in cases of emergency
- Keep accurate check-in and check-out records for each child
- Keep accurate time sheets to be turned in to the accountant
- Communicate with the office concerning delinquent payments
- Submit orders to the lunchroom director for students' daily snacks and drinks
- Communicate discipline matters promptly to parents and principals/PreK director
- Report to and be accountable to the elementary principal/PreK director on a daily basis

**PAY:**

- \$13/hr
- Guarantee of 1 ½ hour pay/day, but may be up to 2 ½ hours per/day dependent on number of children staying each day for ECC
- 30% Tuition Discount

2020