

# English as a Second Language Program The Lutheran Church of Our Savior

Approved by LCOS – December 2018

## **JOB DESCRIPTION**

**Position Title:** Childcare Program Coordinator – Part-time

**Reports To:** ESL Program Director

**FLSA Status:** Non –Exempt Hourly

### **Summary of Position:**

Provides oversight and management of the Childcare Program including planning the daily educational and recreational activities, and nutrition program for registered children of ESL.

### **Responsible for:**

- Recruiting, hiring, training, scheduling, supervising, evaluating, and dismissing (as needed) of Childcare Aides, in collaboration with the ESL Program Director.
- Ensuring the Childcare Aides/teacher ratio follows state guidelines.
- Providing the ESL Program Director with the Childcare Aides' time sheets/number of worked hours every two weeks.
- Coordinating meetings with the Childcare Aides as needed; at least once per semester.
- Assuring the care and safety of the children, aged 6 months to 12 years old.
- Communicating with parents proactively to resolve any issues or problems related to the children.
- Planning, preparation and on-site supervision of daily activities for the children.
- Hiring and supervising a sufficient number of qualified Childcare Aides to provide a safe and nurturing program for all children during morning and evening ESL classes.
- Providing curriculum materials and guidance to Childcare Aides; making curriculum adjustments as needed.
- Assisting Childcare Aides with the children, as needed.
- Coordinating the nutrition program, including planning, preparation, serving and clean-up of healthy food/snacks for the children in church's kitchen; snacks planned around teaching nutrition/food safety.
- Purchasing activity supplies and healthy food/snacks for the children, in collaboration with the ESL Program Director.
- Ensuring that the ESL Childcare Program meets any relevant grant requirements, as informed by the ESL Program Director.
- Communicating with the ESL Program Director regularly about the state of the Childcare Program; promptly reporting any concerns or significant incidents involving the children to the ESL Program Director.
- Participating in the ESL Advisory Board meetings as needed.
- Ensuring periodic involvement of local community groups, e.g., library and fire department.
- Other duties as requested by the ESL Program Director.

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## **Minimum Requirements:**

- Bachelor's degree in early childhood and/or elementary education (k-5).
- 1-2 years' experience in teaching or equivalent work experience.
- Must possess high professional and ethical standards.
- Must successfully pass background check as required by the State of Delaware.
- CPR and First Aid training/certification preferred.
- Supervisory experience preferred.

## **Knowledge/Skills/Abilities:**

- Excellent organizational and interpersonal skills.
- Demonstrated ability to work with diverse populations.
- Ability to manage multiple tasks.
- Knowledge of computer software: MS Word and MS Excel.
- Excellent oral and written communication skills.
- Ability to work effectively with others, especially childcare staff, parents, and volunteers.
- Excellent time management and organizational skills.
- Family/Child Relations.
- Diplomacy.
- Math aptitude.
- Professionalism.
- Reading skills.
- Project management.
- Time management.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Possess the ability to write routine reports correspondences and the ability to speak effectively to parents, volunteers, and co-workers.

## **Reasoning Ability:**

Ability to solve practical problems and interpret a variety of instructions.

## **Certificates and Licenses:**

CPR/1<sup>st</sup> Aid Training Certification preferred.

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**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Staff Member Name:**

**Date:**

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**ESL Advisory Board President:**

**Date:**

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**Lutheran Church of Our Savior:**

**Date:**

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