



Prestonwood Christian Academy

Job Description

Position: Extended Day Coordinator

Classification: Hourly, Non-exempt

Reports to: MS Assistant Principal

Mission: To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and the community for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities:

- Responsible for the supervision of 5th – 8th grade students who are enrolled in the Extended Day program.
- Responsible for maintaining a safe atmosphere where extended care students can play, read and relax while waiting for their parents to pick them up from extended day.
- Prepare monthly statements for parents of students enrolled in the Extended Day program and submit in a timely fashion to the Business Office.
- Communicate with parents and staff via email, phone and in-person.

Qualifications/Skills:

- Good classroom management skills
- Basic computer and clerical skills (Outlook, Excel and Word software knowledge a plus).

Physical Requirements and Work Environment:

- Occasional standing in order to monitor student's activities at the computer areas and Library tables
- Ability to hear public address system for announcements and to properly monitor students
- Indoor and outdoor environments

Other Considerations:

- Average of 20 hours per each full week while school is in session
- Schedule: M, T, TH and Friday 3:00 until last student are picked up (latest 6:15 p.m.)
- Wednesday 2:00 p.m. until last student is picked up (latest 6:15 p.m.)