



Title: Preschool Extended Learning Coordinator & Recess Support

FLSA Status: Non-Exempt, Hourly

Department: Elementary

Reports to: Elementary Principal & Director of Preschool

Direct Reports: Extended Learning Staff

Position Summary: The Extended Learning Program Coordinator will manage and oversee the provision of safe, engaging, and educational after-school activities in a Christian environment for students ages 2.5 to 5 years old. They will be responsible for the overall operation and management of the program from 2-6 pm. Additionally, the position will provide support for recess and lunch at a second rate of pay. The workday will be divided between the two areas of responsibility beginning with recess and lunch support and ending the day coordinating preschool extended learning.

Essential Functions:

- Planning and scheduling a variety of recreational and educational activities which are developmentally appropriate and in line with Dayton Christian's mission and vision.
- Leading and managing other extended learning staff.
- Ensuring a safe and positive environment for students
- Coordinating with the preschool director and teachers to ensure alignment with school day curriculum
- Monitoring and evaluating program effectiveness and making necessary improvements
- Managing the program budget, supplies, and resources
- Communicating with parents and caregivers about program updates, student progress, and any issues or concerns
- Complying with ODE regulations for after-school programs
- Implementing and enforcing health and safety protocols
- Supporting faculty and staff in cafeteria and during recess by supervising students
- Ancillary duties may apply

Position Qualifications:

- Born-again believer with an active personal relationship with the Lord Jesus Christ; demonstrated commitment to a Christ-centered lifestyle as outlined in the DCS Handbook.

- High School Diploma
- Experience and knowledge of children in preschool and their developmental abilities.
- Strong communication, organizational skills.
- Seeking longevity/commitment to the school and the position.
- Good communicator.

Physical Requirements:

- Ability to move about the building and property site.
- Ability to assist students in and out of a vehicle or chair.
- Ability to lift and move objects such as boxes of paper, books, and related materials.
- Being able to physically respond to emergency situations (fire, tornado, student protection from intruder, etc.)
- Ability to lift up to 20 pounds on a routine basis.

Mental Demands:

- Ability to maintain emotional control under stress while maintaining a clear focus on the student and his/her needs.
- Communicating well with parents on events, issues, and updates regarding our Extended Learning Program.

Supervisor Signature

Date

Employee Signature

Date