



## After-School Coordinator Job Description

*Time required on school premises: 11:00am to 6:00pm*

### **Overall Objective:**

To support families by providing care to EC and Grades students of HVWS. The After-School Coordinator works to support the mission of the school.

### **A. Classroom Responsibilities:**

The After-School Coordinator is responsible for the following:

1. Plans an afternoon and late afternoon rhythm.
  - a. Oversee the setting up of lunch and snack.
  - b. Bring appropriate verses for gratitude towards meals and transitions.
  - c. Plans engaging activities and games.
  - d. Create a supportive mood for the grades children to do homework.
  - e. Create a supportive mood for the children to rest.
2. Strive to create reverence and the right inner and outer gestures for the children to imitate.
3. Supervise children at all times.
4. Work with the EC and grades to ensure a smooth transition to the after-school program.
5. Ensure and coordinate smooth pick-up procedures for the parents.
6. Make sure the facility is clean, tidy and ready for the morning programs to begin.
7. Work with children and Aftercare teachers to foster a clean and tidy environment in the classroom.
8. Cell phone usage is for emergency purposes only.

### **B. School Responsibilities:**

1. Coordinate registration for after-school programs.
2. Manage daily student to teacher ratio in after-school programs.
3. Keep attendance and report to administration monthly.
4. Work with the Aftercare staff to ensure a smooth transition to the Late Care program.
5. Manage after-school programmatic needs and supplies and budget.
6. Coordinate a regular and consistent after-school program for grades students; develop themes and recruit teachers both internally and externally to provide programs at HVWS as approved by The College.
7. Attend teacher meeting days and staff development day.
8. Coordinate childcare for parent enrichment lectures.
9. Participate in review, evaluation, and mentoring as listed in the contract.
10. Communicate questions, concerns and observations when needed with the teachers of the children you are serving.
11. Find substitute teachers for after-school program as needed.
12. Familiarize yourself with teacher recommended material that studies the development of the human being as understood in Waldorf Education.

**Hiring (and termination):**

By the College of Teachers and HVWS Board of Trustees, as outlined in the Teacher Search Guidelines for hiring and Staff Development Guidelines for termination.

Preference in hiring for this position will be given to candidates who have completed the Waldorf Early Childhood Teacher Training.

**Supervision & Evaluation:**

Conducted as outlined in Staff Development Committee Guidelines.

4/4/2019