

## **AFTER SCHOOL CARE (ASC) LEAD COORDINATOR** **JOB DESCRIPTION**

**General description:** Provide onsite supervision and programming for After School Care (ASC) to students in grades K-8<sup>th</sup>.

**Overview:** The lead teacher is responsible to assure and maintain the mission, purpose, philosophy, and standards as established by the Statement of Purpose and Organization of Plymouth Christian Academy. The lead teacher shall be born again and one who feels called of God to assist administratively in the ministry of Plymouth Christian Academy's After School Care.

**Contracted by:** Regent Board upon recommendation of the Superintendent for one academic year

**Responsible to:** Elementary Principal and ASC Director

**Supervises:** ASC aides as directed by the Principal

**Evaluation:** Lead teacher performance will be evaluated in accordance with provisions of the Regent Board's policy

**Time Commitment:** Monday through Friday, 3pm to 6pm

### **REQUIRED PERSONAL QUALITIES**

**The Coordinator shall...**

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech, and action toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40
4. Be actively involved and faithful in attendance and stewardship at a local, evangelical church which has a statement of faith in agreement with the school's statement of faith.
5. Show, by example, the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in wholehearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to create an environment for learning guiding a child according to his own gifts and bents so when he is old he will not depart from it. (Proverbs 22:6)
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

### **JOB DESCRIPTION – Essential Functions**

**The lead teacher shall...**

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.



3. Lead students to a realization of their distinct value in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Maintain a clean and well-ordered program.
6. Supervise and support staff in all areas of the program.
7. Serve as purchasing agent of supplies and approve purchasing forms for the program.
8. Give general direction to the week-day operation of the program and supervise aides.
9. Work with the leaders of the school to assign classrooms and school facilities for regular meetings and special activities.
10. Work with the teachers and assist in any duties assigned.
11. Consult with school administrators in hiring personnel.
12. Be in charge of assessing, documenting, and collecting drop-in fees.
13. Assure that the program meets the guidelines set forth by Plymouth Christian Academy administration by the State of Michigan.
14. Be present at all times.
15. Be able to communicate, problem solve and mediate problems between staff and/or constituency to resolution.
16. Provide a plan for substitutes.
17. Communicate regularly with ASC director to implement the program and communicate about fees assessed to develop enrollment strategies for families.
18. Ensure the following goals are met daily, such as ensure overall safety, interact with students, help with homework, etc.