

Age Group Coordinator

Job Description and Qualifications

Purpose: To aid the teachers in providing a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individuality is respected. To aid the teachers in showing the students Jesus and His love for them.

Key Responsibilities:

1. To offer a planned and consistent program that meets the emotional, physical, intellectual, social and spiritual needs of children in accordance with the policies and philosophies of Central Day School, the curriculum and the employee handbook. Strive to meet or exceed the Minimum Standards for Licensed Child Care Centers of Texas.
2. To aid teachers with recording attendance. Submit to the Director in a timely manner.
3. To interact with the children, give individual attention and encourage involvement in learning activities.
4. Assist in the planning and preparing of daily lesson plans and schedules. Submit to the Director in a timely manner.
5. To establish and maintain good communications with teachers and parents as needed.
6. To observe, record and report significant individual and group behavior.
7. To use appropriate, consistent and positive discipline.
8. To attend staff meetings and all required meetings and programs.
9. To submit needs of supplies, equipment and maintenance to the Director.
10. To keep equipment clean, sanitized and in good conditions.
11. To report all accidents or discipline problems in writing to be kept in child's file to the Director as they arise.
12. To assist in conducting training sessions at the Director's request as the experience level increases.
13. To cooperate fully with the use of rooms by the other church organizations.
14. To improve skills required by attending training and/or doing enriching activities.
15. To assist the teachers in their daily activities, as needed.
16. To attend PE and Music with your students.

Requirements:

1. Experience with preschool children desired.
2. Must have a high school diploma or GED
3. Must be 18 years of age or older.
4. Ability to relate to others joyfully and sensitively.
5. Show emotional maturity and stability in crises and leading others.
6. Physical Stamina.
7. Ability to recognize and record significant behavior.
8. Perform necessary training in order to fulfill job requirements.