

DIOCESE OF AUSTIN
JOB DESCRIPTION

AFTER SCHOOL CHILD COORDINATOR

QUALIFICATIONS:

1. Holds a degree if on-site coordinator, or high school diploma if co-worker in the case that the Principal is the on-site coordinator
2. Supports the philosophy of Catholic Education
3. Is effective in working with young people
4. Is dependable
5. Has ability to provide guidance to and supervision of staff workers

REPORTS TO: Principal

SPECIFIC RESPONSIBILITIES:

1. Supervises children for safety and appropriate behavior
2. Assists with homework
3. Assists with record keeping
4. Requires students to obey rules
5. Uses accepted discipline procedures
6. Knows all emergency procedures including location of emergency phone numbers, building evacuation procedures and students' emergency health information
7. Maintains all student and worker records
8. Supervises Extended Care operations
9. Handles discipline problems and reports them to the Principal
10. Administers proper use of equipment, grounds and buildings
11. Performs other duties as assigned by the Principal