



## **Job Description: After-School Care Coordinator**

Hours of responsibility: 3 pm - 6 pm, M-F. \$20-25/hr depending on experience

American Classical Academy Rutherford is looking for an after-school childcare worker

### Responsibilities:

- Tracking student attendance
- Process weekly billing
- Maintaining an organized and clean classroom environment and ensuring students conduct themselves appropriately.
- Assisting children with assignments and homework, such as reading, writing, and math.
- Encouraging and monitoring student play to ensure safe and respectful behavior
- Preparing learning and playing materials and equipment, such as books, arts and crafts, stationery, games, and other supplies as needed.
- Interacting with children to provide guidance, emotional support, and motivation to complete tasks.
- Ensuring that all school rules, policies, and guidelines are adhered to in the classroom and that students are safe
- Coordinating support staff work schedule

### Requirements:

- Prior experience in teaching, early childhood education, or a similar field.
- TN state fingerprinted and approved to work with children
- Ability to work with children and remain friendly, calm, and respectful..
- Excellent communication and interpersonal skills.
- Ability to set rules and guidelines for children to follow.
- Solid organizational skills and ability to maintain a tidy classroom.