

Trinity Episcopal School
P.A.L.S. Coordinator
Job Description

Reports to and receives direction from the assistant head of school. May also receive direction from other administrative staff. Works cooperatively with faculty and staff as well as parents. Oversees after school student care, enrichment classes and summer programming.

Supervise, train, and manage extended school care staff and programming. Ensure that appropriate supplies are ordered and available for snack time, projects, and other events. Maintains safety and security of students at all times.

Qualifications:

Requires high school diploma or equivalent, CPR and Safeguarding God's Children training. Must have computer experience and possess proficiency on Excel, Word, Email, and RenWeb. Must demonstrate high-level skill in organization, interpersonal relations, excellent oral communication skills, and have the ability to prioritize and handle a variety of tasks simultaneously. Must relate well to children. Must demonstrate good decision-making and judgment as well as attention to detail and follow-through. Must be able to adapt to a rapidly changing environment.

Responsibilities include the following:

- Works independently to organize P.A.L.S. classroom and purchase adequate supplies.
- Oversees P.A.L.S. staff to ensure they follow appropriate protocols, meet staffing needs, and follow appropriate guidelines.
- Manages appropriate billing and works closely with our business office.
- Uses appropriate cleaning agents and cleans regularly to meet safety requirements.
- Manages food purchasing to provide healthy snacks for students participating in P.A.L.S.
- Able to communicate and provide feedback to parents in a timely manner.
- Turns in receipts for charges and payments to the business office within a specified timeline.
- Exercises independent judgement in following established policies, while ensuring the students are given appropriate care.
- Effectively uses RenWeb to document as needed and to ensure study safety at dismissal time.
- Provides feedback on budget needs to assistant head of school.
- Plans and coordinates weekly lessons to include projects and crafts as appropriate.
- Determines plan to stay within the established budget and uses allotted budget appropriately.
- Meets productively standards and deadlines established by the school.
- Schedules and leads monthly meetings with P.A.L.S. staff.
- Utilizes own time effectively, directing efforts toward work responsibilities.
- Prioritizes work to meet the expectations of the head of school and board.
- Manages after school enrichment programming including program selection, communication with instructors and parents, and student organization.
- Maintains assignment-specific manual that can be accessed for cross-coverage.
- Maintains work area in a neat and orderly fashion.
- Accepts accountability and recognizes need for action when no direction is given.
- Manages summer care programming including staffing, scheduling, field trips, billing, classroom lesson plans, etc.
- Demonstrates adaptability in a changing environment.