Glen Ridge Public Schools Child Care Program

Title: Site Coordinator

Location: Glen Ridge, NJ

Job Type: Part-Time

Compensation Type: Hourly        Wage: $18.50 per hour

Start Date: 8/25/2016

Job Description:

Provide a warm, safe, stimulating and nurturing environment for children in after care. Plan and implement structured daily activities and projects for children. Supervise child care aides and children and enforce program rules, regulations and board policy. Maintain open communication with all other school personnel.

After care hours are 2:30 p.m. - 6:00 p.m. Monday through Friday and additional Vacation Day care hours.

Primary Responsibilities

- Supervise child care aides and children and take attendance
- Develop and maintain positive relationships with parents, staff and building administrators
- Turn in time sheets and purchase snacks for students in the child care program
- Communicate with parents on children’s progress and behavior in the program
- Utilize creativity to engage children and keep their interest through games, conversations, projects and crafts
- Provide homework help and supervise indoor and outdoor play time to ensure student safety
- Keep area clean and organized
- Implement snack time for children

Qualifications:

- Some experience working with children necessary
- Substitute Teacher certification, CPR and Basic First Aid Certification
- Undergraduate or Graduate students of Education, Special Education and Early Childhood Education are specifically preferred.
- This is a part time position (17.5 hours per week) with NO benefits.

Application Instructions:

Please email resume to rchaney@glenridge.org.