



EXTENDED ENRICHMENT

To Apply

Posted: March 17, 2025

Position Title: Assistant Coordinator

Job Type: Full-time/ benefit eligible

Start Date: 2025-2026 school year

School: Grace Christian Elementary School

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kaylene Brown, Human Resources

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Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: Extended Enrichment Assistant Coordinator

Status: Non-Exempt Employee/Classified Hourly

Reports to: Extended Enrichment Coordinator

General Description: The Extended Enrichment Assistant Coordinator will be accountable for assisting with some administrative and classroom functions of the center. These may include making sure curriculum and activities are developmentally appropriate for each age group, staff orientation and management, communication with staff and parents, meal planning and preparation.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which is in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Supports school's mission, vision, and core values.

Knowledge and Experience

- Skill in managing, providing oversight, supervision and leadership to EE teachers and staff.
- A minimum of 1 year experience in a childcare setting.
- Must be able to communicate well with students, staff, and parents.

- Competent level of knowledge and skill in designing and conducting an instructional experience.
- Skill in organizing and implementing classroom management and corrective student management.
- Shows a commitment to each student with unique backgrounds and characteristics; is enthusiastic and enjoys working with students.
- Consistently exhibits a positive attitude toward life and people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents, and the community.
- Maintains confidentiality.
- Welcomes counsel and constructive critique.
- Ability to interact appropriately in potentially volatile situations.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.
- Manifests, by words and example, a Christian role model to students both in and out of school, maintaining a caring professional relationship.
- Establish and maintain effective, Christ-centered relationships based on mutual respect and trust and work collaboratively with students, staff, and parents.

Assistant Coordinator's Responsibilities

- Recognizes the role of parents as primarily responsible before God for their children's education and assist them in that task.
- Provides job training to new EE aides and teachers, provides ongoing development of staff under the direction of the coordinator.
- Maintains current teacher roles and responsibilities.
- Be knowledgeable of all Oregon state childcare requirements and applying them to the classroom.
- Demonstrates competency in instructional and classroom management skills.
- Maintains knowledge of all school policies and procedures.
- Reports illegal activities, questionable or unsafe conditions or problems with security to the Administrative Team.
- Assists in resolving conflicts and similar problem situations between students and staff.
- Has demonstrated excellent verbal and written communications skills.
- Demonstrates commitment to each student.

- Assists students toward self-discipline and acceptable standards of behavior, developing leaders for righteousness.
- Independently performing all assigned duties including required paperwork and procedural responsibilities.
- Make sure curriculum and activities are appropriate for each age group.
- Assist in overseeing maintenance of grounds utilized by EE, following State guidelines.
- Attends Leadership meetings and Staff meetings, as assigned.
- Attends professional development in-services, as assigned.
- Spend time directly observing EE staff and children.
- Maintains a knowledge of student enrollment and withdrawal procedures.
- Maintains a knowledge of financial procedures.
- Maintains effective communication with Coordinator regarding staff, students, classroom needs etc.
- Performs duties as assigned, in the absence of Extended Enrichment Coordinator.
- Acts and communicates in accordance with GCES standards and beliefs.
- Considers all spiritual leadership functions to be a vital responsibility of this position.
- Completes all training and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone/security radio.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone/security radio.
- Physical agility to lift or move up to 25 pounds.
- Ability to bend, stoop, climb stairs, reach overhead, and move classroom furnishings.

Note: *This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*