

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Extended Day Program Coordinator – Harbour View Campus
DIVISION: Extended Day
REPORTS TO: Director of Extended Day & Summer Programs and
Head of Lower School - Harbour View Campus
FLSA: Part-time, Non-Exempt
TERM: 10 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 170 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Nansemond-Suffolk Academy seeks to hire an Extended Day Program Coordinator for our Harbour View Campus. The Extended Day Program serves students enrolled in Pre-K2 through 3rd Grade who require supervision before school (7:00 a.m. – 8:00 a.m.) or after school (3:10 p.m - 6:00 p.m.). The Extended Day Program Coordinator will work Monday – Friday from 2 p.m. until 6 p.m.

The position requires individuals with previous experience working with children who are positive, enthusiastic and possess a passion for working with young children. The Extended Day Program at Harbour View seeks to provide for children the same care they would receive at home, before or after school hours. The Extended Day Program Coordinator will supervise and direct the Extended Day Group Leaders who assist with child care on regularly scheduled school days, early dismissal, late start days and parent conference days as indicated in the school year calendar. We seek candidates who possess the following education, experience, capabilities and qualities:

Essential Functions:

- Lead and direct the Extended Day Program and supervise the Extended Day Group Leaders at the Harbour View campus.
- Supervise activities of the various assigned groups from school dismissal time until children are picked up at the end of the day to ensure program is in compliance with the requirements of the Virginia Department of Education (VDOE).
- Coordinate staffing needs for both morning and after school care to ensure program meets required student/teacher ratios in accordance with VDOE standards.
- Lead monthly staff development training to ensure training is completed in accordance with VDOE standards.
- Prepare and submit required payroll time and attendance records to the Business Office by required deadlines to ensure payroll processing for all Extended Day staff.
- Ensure all food and required supplies are purchased and adequately stock for use in the Extended Day Program.
- Plan and prepare daily snacks for the Extended Day children with the assistance of Extended Day Group Leaders.
- Plan station activities and assist Extended Day Group Leaders with various activities, as needed.
- Foster positive personal relationships among Extended Day staff and children in groups.
- Maintain current certification in CPR/First Aid/ AED; MAT certification is preferred as well.
- Serve, as needed, as an Extended Day Group Leader when ratios need to be met in accordance with VDOE standards.

NANSEMOND - SUFFOLK ACADEMY

Required Education/Background:

- Knowledge of best practices in the education and care of young children. Some college coursework in appropriate areas is preferred.
- Technology proficiency for checking and replying to email, processing payroll, and other business related correspondence.
- 1-3 years experience working with children is preferred.

Required Skills:

- Possess patience, compassion and kindness.
- Possess punctuality, flexibility, efficiency and accuracy.
- Keen attention to detail
- Establish recognizable rapport with staff and children.
- Understand the mission of the school and focus on developing the whole child.
- Take initiative and be self-motivated.
- Understand the critical nature of building positive working relationships with students, parents and colleagues.
- Work collaboratively with other staff members.
- Attend monthly staff development training.
- Represent the school positively in the community.
- Excellent organizational skills and communication skills, both written and oral.

Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, director of finance and accounting, athompson@nsacademy.org, for further consideration.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.