



## **Faculty Opening: Lower School After Care Coordinator Job Posting Description**

The Carmel School is seeking a Lower School After Care coordinator for students in first through fifth grades for the 2026-27 school year. The coordinator will provide students with engaging after-school experiences in a safe and nurturing environment. The program coordinator will create a program that focuses on student needs by providing opportunities for free play, homework, and structured activities. Candidates with content mastery in **elementary education** and/or experience in day care or after-school care are encouraged to apply!

The ideal candidate demonstrates strong knowledge of early childhood education, effective classroom leadership, and a commitment to helping students grow in a safe and nurturing environment. The coordinator will work 20 hours per week, 1:30-5:30 p.m., daily. The coordinator will supervise the After Care team, and additional hours may become available.

Employment is contingent upon an acceptable background check. Interested and qualified candidates must submit a brief cover letter, resume, and an [Application for Employment](#) (found on our website) to [careers@thecarmelschool.org](mailto:careers@thecarmelschool.org). Please note that copies of relevant licenses, certifications, and undergraduate/graduate transcripts will be required.

### **Summary of Essential Qualifications**

- Respects, supports, and promotes the Christian elements of the school
- Plan, implement, and schedule daily After Care program activities
- Supervise and engage children in age-appropriate activities
- Maintain a safe and positive environment for the children ensuring that the program is in compliance with Virginia Department of Education Standards for Licensed Child Day Centers.
- Help with homework and tutoring as needed
- Maintain effective working relationships with school administrators, faculty, and After Care staff
- Communicate effectively with parents about their child's progress and behavior
- Schedule and participate in training programs
- Ensure certifications and training needed for the Virginia Department of Education Standards for Licensed Child Day Centers are maintained and up to date for all After Care Staff. This includes CPR and MAT training.



- Assist in maintaining accurate program records, including incident reports, daily attendance, and hourly billing.
- Supervise After Care staff
- Handle the orientation, scheduling training, and work schedule of the After Care staff.
- Ensure that after-school staff and student records are maintained and updated according to the Virginia Department of Education Standards for Licensed Child Day Center Standards.
- Supports the school administration and abides by the employee handbook
- Manages the classroom to provide an orderly, productive environment
- Utilizes formative and summative assessments to evaluate student progress
- Communicate effectively with school stakeholders about students' progress
- Selects and acquires school-approved texts, instructional aids, and supplies, and maintains inventory records
- Reports to the Head of Lower School
- Possesses effective oral and written communication skills
- Proficient and always growing in learning new technology
- Demonstrates confidentiality and professionalism with all stakeholders