



Title: AM – PM Care Coordinator

Class: All Classrooms

Reports To: Executive Director

Status: Non-Exempt

Summary: Ensure school is providing and expanding capabilities for before and aftercare options. Engage in activities to promote creativity, educational and recreational activities. Supervise students and interact with parents as needed.

Essential Functions:

1. Develop educational and recreational activities for children, such as sports, games, crafts and science projects
2. Enhance children's motor skills and foster the learning experience.
3. Schedule activities, evaluate staff members and ensure that units maintain the proper staff-to-child ratios.
4. May respond to complaints or concerns of parents, resolving them by phone, in person or by referring them to their supervisors.
5. Order supplies and equipment, maintain billing records and ensure that observations and evaluations are completed for all children.
6. Work closely with developmentally delayed child to ensure the child reaches maximum learning capacity.
7. Maintain a clean, neat and orderly environment.
8. Assist the children with their physical needs, when necessary. Use Cued Speech when needed.
9. Report difficulties in the classroom to directress who will communicate to the parent about a child's day.
10. Be aware of anything that appears unsafe and remove it or help the child to a safe place in the classroom and/or report to Directress.
11. Be available to the children to interact with them.
12. Consult agbms.org e-mail on a daily basis for special messages and visitors.
13. Attend meetings, as requested, with the Directress, Coordinator, Educational Administrator, or Executive Director.
14. Pursue opportunities for professional growth and enrichment with approval of administration.
15. Follow established schedule for routine.
16. Maintain a neat, clean and well-groomed appearance.
17. Maintain records of attendance for each student.
18. Communicate and submit reports, as required, to parents, school management and school district, etc.
19. Attend seminars/sessions related to professional development, as well as meetings.
20. Enforce school administration policies.
21. May plan and supervise students, trips and classroom activities.
22. Follow school policies and procedures, including roles and responsibilities plan and attendance, as established for position.
23. Other duties as assigned from time to time to support and meet school objectives.

Education, Experience and Skills:

1. Associate's Degree supplemented by course in childhood education and/or physical and recreation development.
2. Become fluent in Cued Speech within 6 months of hire (memorize chart).
3. CPR/First Aid preferred.
4. Exceptional leadership, organization, communication, problem-solving, decision making and computer skills.
5. Enjoys and is able to work with children, demonstrating patience, kindness, and moral rectitude.

Minimum Physical Requirements:

1. Ability to stand and move for 95% of the day.
2. Use of hearing, hands and eyes 100% of the workday.
3. Ability to push, pull, lift and carry up to 50 pounds occasionally during the workday.
4. Assume postures in low level positions that best allow visual contact with children.
5. Ability to bend, stoop, sit on the floor, perform activities with children such as, jump, dance, run, etc. for extended periods of time.
6. Ability to multi-task and able to respond quickly and appropriately to the changing needs of the children.
7. Typical of a classroom environment; exposure to activity and children.



ABGMS – AEHI
9300 Capitol Drive
Wheeling, IL 60056
Ph: (847) 850-5490
Fax: (847) 850-5493
www.agbms.org

8. Work both indoors and outdoors.
9. Stamina to work all assigned hours.