

# ST. GEORGE'S EPISCOPAL SCHOOL

## **Early Childhood, Lower School and Dragon Camp Coordinator**

Reports to: Director of Early Childhood, Director of Lower School and Director of Auxiliary Programs

Monday through Friday | 40 hours/week | 12-Month Non-exempt

*St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from Nursery through eighth grade in a family-like atmosphere with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the premise that everyone learns differently. Our version of personalized learning, our nurturing environment and our low student-to-teacher ratios ensure that we challenge and support every child. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. Learn more at [www.stgnola.org](http://www.stgnola.org).*

## **Position Summary**

The Early Childhood and Lower School Coordinator will work closely with both division directors to provide essential administrative support, as well as foster a sense of community for the Early Childhood and Lower School faculty. By connecting these two divisions, this position will enhance collaboration, communication and creativity among Early Childhood and Lower School administration, faculty and staff. The coordinator supervises the substitute teachers and is responsible for their onboarding, training and supervision. This individual will also serve as the Dragon Camp Coordinator (June and July), working closely with the Director of Auxiliary Programs to ensure continuity for staff and students throughout the summer. The coordinator must be a personable, creative thinker who solves problems, maximizes efficiency and pays attention to detail. Priorities and responsibilities change based on the cycle of the school year, so effective time management, planning and flexibility are essential.

## **Essential Duties and Responsibilities**

- Maintains inventory for all Early Childhood and Lower School classrooms and supplies, including budget tracking, ordering and picking up orders as needed.
- Leads and manages the preparation and execution of Early Childhood and Lower School events, including weekend and evening events.
- Coordinates and sends school communications as needed with the assistance of the Director of Marketing and Communications, including the Lower School and Early Childhood newsletters and large mailings related to re-enrollment, registration and upcoming events.
- Schedules meetings and manages the calendar for making necessary arrangements for the Early Childhood and Lower School Directors, including scheduling and managing admissions visits and observations.
- Performs weekly snack shopping for Early Childhood and Lower School classrooms.
- Provides daily lunch break coverage and as-needed meeting coverage for the Early Childhood and Lower School Secretary.
- Facilitates sign-ups for parent-teacher conferences for Early Childhood and Lower School.
- Creates, maintains and digitizes class rosters and schedules in Alma, email lists and Early Childhood/Lower School sign-in sheets.
- Supports formatting and organization of report cards for Early Childhood and Lower School.
- Maintains the Early Childhood and Lower School common storage closets: art closets, the manipulative closet, the Early Childhood library and Lower School reading library.
- Occasionally monitors students in the ECC Office in the case of illness, pending parent pick-up and/or behavior-related breaks from the classroom.

- Assists with textbook and curriculum adoption by researching and comparing resources.
- Communicates maintenance requests for the Early Childhood and Lower School campus and follows up to assure needs are addressed.
- Completes all billing requirements for half-day students who remain on campus for a full day.
- Performs other administrative duties as assigned by the Directors of Early Childhood and Lower School.

#### Early Childhood Licensing, School Year and Summer - Duties and Responsibilities

- Maintains and tracks all licensing requirements by the state of Louisiana in order to ensure that all requirements are successfully met, which includes providing appropriate orientation and training on licensing regulations.
- Ensures that the school is compliant with health department and fire department regulations.
- Assists the Early Childhood and Lower School Secretary with coordination and maintenance of logs in accordance with licensing standards: attendance, observations, illnesses, accidents, parent visitors, carpool and medical information.
- Makes accommodations for staff to attend professional development conferences.
- Maintains records of all teacher professional development for licensing and internal documentation.

#### Substitute Coverage - Duties and Responsibilities

- Conducts initial training, facilitates the onboarding and orientation for substitute teachers in Early Childhood and Lower School.
- Provides supervision over the daily responsibilities of substitute teachers.
- Interviews substitute teachers to ensure that qualified and effective substitutes are added to the substitute teacher list and that the number of substitutes is adequate to ensure coverage.
- Arranges and schedules substitute teacher coverage for faculty in Early Childhood and Lower School.
- Updates the substitute teacher calendar when a substitute is booked or unavailable.
- Ensures that substitute coverage meets child/staff ratios for Early Childhood classes; steps into Early Childhood and Lower School classrooms when necessary.
- Ensures substitute teachers arrive promptly and follows the substitute teacher protocol in respective division(s) to help the substitute teacher transition smoothly throughout the day.
- Provides the resources and information the substitute teacher needs on a daily basis to be successful.
- Ensures substitutes meet professional development and training requirements.

#### Additional Duties and Responsibilities

- Greets all incoming visitors as a point of contact and provides a warm and welcoming environment to all faculty, staff, students, parents and other visitors.
- Screens phone calls, emails and visitors for the purpose of providing information, transmitting messages, responding to inquiries and re-routing to appropriate personnel.
- Assists other personnel for the purpose of supporting them in the completion of their work responsibilities.
- Attends meetings for the purpose of collecting information vital to effectively perform duties.
- Seeks appropriate action and redirects guests and/or visitors to the appropriate personnel for resolution.
- Maintains confidentiality of documents and information received.
- Monitors the security cameras and communicates with Security in a professional and courteous manner as needed.
- Monitors and responds to radio communication via walkie in a professional and courteous manner.
- Cleans, organizes and maintains the office area.
- Completes all other duties as assigned by the Director of Early Childhood, Director of Lower School and Director of Auxiliary Programs.

## **Qualification Requirements**

- Bachelor's degree required.
- Must meet the qualifications for one of the following:
  - Possession of an early childhood ancillary certificate and one year of experience in teaching.
  - Experience rendering care in a licensed early learning center or comparable setting, subject to approval by the department; national administrator credential and one year experience in teaching or care in a licensed early learning center or comparable setting, plus 6 credit hours or 90 clock hours of training in child care, child development, early childhood or management/administration, subject to approval by the department.
  - Three years of experience as a director or staff in a licensed early learning center or comparable setting, subject to approval by the department plus 6 credit hours or 90 clock hours of training in child care, child development, early childhood or management/administration approved by the department.
- Excellent leadership, management and problem-solving skills.
- Strong interpersonal and verbal/written communication skills; ability to organize, multitask and think systematically in order to improve efficiency.
- Sense of integrity, ethics, confidentiality and ability to carry out responsibilities in accordance with the school's policies and procedures.
- Skills in engaging with young children and their families.
- Reliable transportation for weekly errands required.
- Willingness to work occasional evening and weekend events as necessary
- Commitment to working consistently during the months of May, June, July and August to support summer programs and the beginning/end of the school year.
- Proficiency in Google Workspace applications including but not limited to Gmail, Calendar and Drive (Docs, Sheets and Slides).

## **Working Conditions / Physical Demands:**

- Must be physically able to operate computers and office equipment.
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; close visual attention to the computer.
- Occasional lifting up to 50 lbs.

## **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a resumé and a cover letter detailing their interest and qualifications to:**

- **Mr. Jé Gales, Director of Human Resources, at [je.gales@stgnola.org](mailto:je.gales@stgnola.org)**
- **Mrs. Hayley Harang, Director of Early Childhood, at [hayley.harang@stgnola.org](mailto:hayley.harang@stgnola.org)**
- **Mrs. Kate Remillard, Director of Lower School, at [kate.remillard@stgnola.org](mailto:kate.remillard@stgnola.org)**