Job Title: Classroom Coordinator

Position Type: Full-Time; 1.0 FTE – 2021-2022 School Year

Pay Range: $14.25 per hour

Location: Lyceum (Elementary) Campus

Reports To: Lyceum Principal and Administrative Supervisor

SUMMARY
A Classroom Coordinator is a non-exempt position. Classroom Coordinators must exemplify high moral character and embrace the core virtues of the school. They operate as professionals within the guidelines established by the School Charter and the Board of Directors (BOD). This job description may not encompass all the duties listed below and may include other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work in close cooperation with the teacher to provide and engaging classroom culture
- Motivate and encourage learning and proper classroom behavior
- Develop positive relationships with parents to encourage parental involvement with the school, facilitate volunteerism and welcome parents into LCS
- Assist students in forming good habits as they write, read, work with subject materials, and take part in a learning environment
- Reinforce language of learning and instructional vocabulary
- Support discipline procedures using encouraging language, LCS character sayings, and by supporting the school motto, “Let us falter that we may flourish”
- Reinforce instruction by working with small groups and/or individual students, as teachers direct
- May assist in special classes outside the regular classroom

MAINTAIN ORGANIZATIONAL SYSTEM (including but not limited to the following):

- Take attendance
- Ensure classroom is prepared for academic instruction
- Maintain cleanliness of the room
- Prepare class materials and correct student work, as directed by teachers
- Assist in organizing and maintaining student records
- Ensure all students, including those absent, receive communications and assignments

SUPERVISE STUDENTS (including but not limited to the following):

- Before and after school student supervision and traffic duties
- Lunch and recess duties
- Escort students to special classes, health office and restroom
Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

OTHER DUTIES:

- Reinforce communication between parents and teachers
- Support efforts of teachers to assist struggling students
- Create and deliver instructional support with guidance and direction of teacher
- Demonstrate character values
- Speak and write lucidly and grammatically
- Attend requested meetings
- Other responsibilities as delegated by the Supervisor, Principal and/or teachers

EDUCATION and/or EXPERIENCE

- High School Diploma or equivalent
- Demonstrates competency in at least one of the core subjects

OTHER DESIRED CHARACTERISTICS

- Enthusiasm, patience, energy, responsibility, adaptability, organizational skills
- Bachelor’s degree

EMPLOYMENT INFORMATION

- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school.
- This position will be non-exempt, meaning that the employee must be compensated for all hours worked over 40 hours per week, at the premium (time-and-one-half) rate of pay.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

HOW TO APPLY:

Please visit www.lovelandclassical.org to view all of our Employment Opportunities

PAY AND BENEFITS:

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Benefits:

- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off
- Sick Leave

Loveland Classical Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.