

St. John – Nottingham Lutheran Church & School

www.stjohnnottingham.org

Church and Office

17403 Nottingham Road
Cleveland, Ohio 44119
(216) 531-1156
Dr. W.P. Marcis, Pastor

School Office

1027 East 176th Street
Cleveland, Ohio 44119
(216) 531-8204
Mr. David T. Peck, Principal

May 2, 2018

St. John Nottingham Lutheran Church and School is currently looking for an Extended Care Coordinator for the next school year (2018-19)

The position is part-time hourly, Monday through Friday on days that SJN is in session, and comprises two separate shifts:

First Shift: 7:00 AM to 8:45 AM
Second Shift: 3:20 to 6:00 PM

The position would begin Mid-August of 2018.

Responsibilities include:

- **Coordinating the Extended Care program and leading an Extended Care Assistant.**
- **Oversight of providing snacks to attending students**
- **Keeping a record of student usage of extended care**
- **Communicating student usage to the bookkeeper for billing purposes**
- **Overseeing school facilities during extended care usage**

Rate of pay is negotiable.

Experience in child supervision preferred but not required for the right candidate.

Contact the SJN school office for an application: *sjnschooloffice@gmail.com*