

# **Elementary Services & Workroom Coordinator**

## **Brentwood Christian School**

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**REPORTS TO:** Elementary Principal  
**CLASSIFICATION:** Part-time, Non-exempt; School Year

**SUMMARY:** Provide support to elementary teachers by coordinating teacher workroom projects, the substitute program, and the elementary lunch period

**RESPONSIBILITIES:**

- Coordinate workroom projects requested by elementary teachers, such as making copies, laminating, die cutting, etc., and supervise student aides in the workroom
- Manage the substitute teacher program for elementary teachers (K4-5<sup>th</sup>)
- Be on-call outside of school hours on a rotating basis to make emergency substitute teacher placements for all grade levels (K4-12)
- Monitor students during the elementary lunch period and facilitate an orderly lunchroom (cafeteria lines, cleanup, student behavior, etc.), including the coordination of the lunchroom parent volunteers
- Support and promote the mission and core beliefs of BCS
- Perform other duties as assigned

**QUALIFICATIONS:**

- Associate's degree or equivalent training
- Previous experience working in a fast-paced work environment
- Active member in a Christian church; Church of Christ membership preferred

**SPECIAL KNOWLEDGE / SKILLS:**

- Effective interpersonal skills with adults and children
- Strong organizational and time management skills

**PHYSICAL REQUIREMENTS:**

- Be able to lift up to 25 pounds