



**EAST COBB**  
CHRISTIAN SCHOOL

## Parental Roles Coordinator

---

ECCS is seeking candidates for the position of Parent Roles Coordinator beginning in January 2020. Candidates for this position must be in agreement with the school philosophy and methodology of teaching and hold skills and knowledge in curriculum development, volunteer oversight & development, classroom resource development and program administration. This is a part-time, hourly position requiring from 12-18 hours each week. Some hours are allowed to be work from home (except for Fridays when enrichment days are scheduled). To these ends, we seek someone with qualifications in the following areas:

- Leadership of the school enrichment day program including oversight of scheduling, training, and lesson planning.
- Preparation of enrichment day bins including an accurate inventory and replacement of all needed supplies, lesson notebooks, and evaluation forms.
- Enrichment day training to insure parents are able to provide a classroom atmosphere consistent with the school philosophy.
- Serves as a resource and support for parents leading enrichment days on Fridays during the school year.
- Assigns parents to appropriate committees at the beginning of each school year. Insures the committees have a chairperson and that they have and follow an up to date committee job description.
- Recruits and assigns room parents for all grades and field trip coordinators for grades K, 3rd, 4th and 5th.
- Regularly and proactively communicates and coordinates with Head of School regarding all parent volunteer activities.
- Performs other appropriate duties as directed by Head of School.
- Prefer previous education experience or degree along with teaching certificate.
- Willingness to participate in staff meetings and any other required administrative duties.

The ideal candidate for this position is someone who is passionate about the ECCS philosophy and who is flexible to perform the part time duties required of this position. The salary for this position is commensurate with the candidate's education, certification and experience. Interested candidates should send their resume with a cover letter to [billy.creech@eccs.org](mailto:billy.creech@eccs.org).

As a ministry of East Cobb Presbyterian Church, our mission is to

*Covenant*

with Christian parents not only to teach the minds of their children,

but also to reach their *hearts* with the LOVE, GRACE and

WONDER of *GOD*.