

**TITLE:** Child Care Program Coordinator  
**DEPARTMENT:** Child Care  
**WORK LOCATION:** Both Campuses (49<sup>th</sup> Street & Michigan Road)  
**POSITION STATUS:** Full-Time

**POSITION SUMMARY:** The International School of Indiana is a private school with ~600 students from Pre-School (age 3) thru 12th grade. The Child Care Program Coordinator is a key member of childcare department, reporting to the Lower School Principal. The Coordinator's main responsibility is assisting in the implementation of engaging and enriching programs for ISI students before and after school.

**RESPONSIBILITIES:**

(Include but not limited to)

- Create and execute both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Maintain daily open communication with parents
- Arrange a classroom environment in accordance to program goals
- Evaluate and purchase materials, equipment, and supplies
- Interview, hire, and train new staff members
- Develop and implement summer camps
- Supervise volunteers and aids and promote their professional development
- Maintain a safe and healthy environment
- Maintain confidentiality
- Report any suspect abuse and maintain accident reports
- Manage and oversee budget and accounts

**REQUIREMENTS:**

- Associate's or Bachelor's Degree in a related field
- Extensive experience with children
- Excellent organizational, problem solving, and time management skills
- Strong written and oral communication skills
- Friendly and approachable demeanor
- Ability to problem solve and make recommendations
- Attention to detail
- Familiarity with private school education
- Willingness to embrace ISI's unique mission

**APPLICATION:**

Please send letter of intent and resume to:  
Mark Powers  
International School of Indiana  
4330 N. Michigan Street  
Indianapolis, IN 46208  
Resumes@isind.org

