



# RAINIER

## CHRISTIAN SCHOOLS

### JOB DESCRIPTION

Title: **Program Supervisor**

Reports to: Preschool / Child Care Director

Evaluation: Performance will be evaluated in accordance with this Job Description.

Salary/Benefits: \$35,700/ year, full-paid medical, 50% of tuition.

---

#### REQUIRED PERSONAL QUALITIES

The Program Supervisor shall:

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

---

#### ESSENTIAL FUNCTIONS

##### **Customer Service:**

- Establish good relationships with parents
- Support staff
- Answer phones
- Offer help as needed
- Schedule and conduct tours
- Maintain a friendly, positive attitude 😊

##### **Administrative Duties:**

- Process and revise office forms
- Credit Card Payments
- Control Current and Past student files
- Ren-web student info updates and communications
- Prepare and distribute
  - Monthly student sign-in pages
  - Child care attendance sheets
- Office Support

**Student Support:**

- Process enrollment forms
- Update immunizations
- Ensure Student Files are current
- Log Incident/Accident reports

**Staff Support:**

- Photo copying
- Laminating
- School Supply Inventory
  - Ordering items as needed
- Prepare Orientation Notebook:
  - RCS Staff Policy
  - Student Attendance

**Program Support:**

- Chapel
  - Assist in preparing crafts and activities
- Summer
  - Assist in preparing summer themes and crafts
  - Organize activities
  - Secure field trips
- Christmas Program
  - Prepare invites and design & print programs
  - Prepare classroom CD's
  - Assist in creating program decorations
- Spring Program
  - Prepare invites and design & print programs
  - Prepare classroom CD's
  - Assist in creating program decorations
- Menu
  - Place Costco orders and process receipts
- Newsletter
  - Send to parents monthly
- Field Trips
  - Schedule as requested upon approval
- Licensing
  - Help to maintain licensing requirements

**Parent Support:**

- Communicate upcoming events
- E-mail monthly newsletter

**Other:**

- Support the broader program of Rainier Christian Schools by attending extracurricular activities when possible
- Perform any other duties that may be assigned by the Director

**STATE REQUIREMENTS**

- Food Handler's Permit
- First Aid/CPR
- Blood borne Pathogens
- TB Test
- MMR verification
- Merit Registration/STARS #
- Portable Background Check and finger printing

*The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.*

*Rainier Christian Schools has a racially nondiscriminatory policy. Rainier Christian Schools does not discriminate against applicants and employees on the basis of race, color, or national/ ethnic origin. Revised 6/22*

\