



CO-OP Caretaker and Scheduler

The SAGA School is looking for a qualified individual to manage its co-op care program. The ideal candidate is a qualified early childhood professional with STARS certification and is organized with strong communication skills. This is a salaried position with benefits. The school does not offer retirement benefits.

Position Responsibilities

- Create a safe, secure and comfortable caretaking environment using SAGA “house rules” as a guide
- Encourage students to work together to resolve conflicts and problem-solve
- Effectively communicate and collaborate with co-workers, parents, and students
- Maintain the co-op care schedule and communicate schedule with staff
- Manage the students appropriately following the school's policies and procedures

Qualifications

- Fluent in English. Knowledge of German a plus
- Background check required; Must be eligible to work in the US
- Bachelor's degree, preferred. STARS credentials a must or ability to complete the basic STARS training within three months of assuming the position
- Excellent communication and interpersonal skills when interacting with adults and students
- Ability to work independently
- Reliability and punctuality; ability to maintain confidentiality
- CPR/First-Aid certified for children and adults
- Positive work attitude at all times
- Proficient in Microsoft Word, Excel, email communication, and cloud services (i.e. Google Drive)

Working Conditions

- Position is based on working hours of 11:45am - 5:45pm, Monday - Friday. (Possibility to work some of those hours from home.)
- Employment is based on working on all instructional days from September through June, with the possibility of summer work and work during other school breaks
- Position does require significant email communication
- Must have the flexibility to stay a little longer for clean-up, as required
- Must have the flexibility to accommodate evening and/or weekend communication, as required
- Perform related duties as assigned