

2019-2020 Resource Coordinator Employment Covenant

As the resource coordinator, I accept the following responsibilities:

1. To be accountable to the Weekday Preschool Director.
2. To assume responsibilities given to me by the Preschool Director as follows:
 - a. Be available for teacher's requests.
 - b. Buy supplies from requisition forms monthly.
 - c. Keep inventory list up to date.
 - d. Keep purchase ledger of all purchases up to date.
 - e. Set-up videos for 3's and 4's as requested.
 - f. Order supplies needed by age groups for monthly activities.
 - g. Keep supplies needed by classrooms (i.e. cups, napkins, reserve snacks, coffee, kleenex, etc.)
 - h. Inform Preschool Director of needed equipment or repairs to be made on equipment.
 - i. Pull unit books for AGC at the beginning of each month. (A list is provided by the AGC).
 - j. File books, videos, toys, etc. when returned to resource room.
3. Work in association with rest of staff.
4. Support teachers in using positive discipline techniques-time out chair, verbal correction, taking away privileges or sending to office are acceptable. It is the teachers' responsibility to communicate with parents concerning discipline "opportunities."
5. Notify Preschool Director as soon as possible if going to be absent because of sickness.
6. TIME AWAY REQUEST FORMS NEED TO BE APPROVED 2 WEEKS IN ADVANCE.
7. I understand that my job performance will be evaluated or reviewed by the Preschool Director.
8. Help set up and work at school-sponsored events such as Open House, parent meetings, Art Show and Circus. (preplanning 8/6-8; open house 8/8; Art show/circus 4/24)
9. Avoid a lifestyle that includes the use of illicit drugs, pornographic material, use of vulgar and profane language, the habitual and indiscriminate use of alcohol, or any activity that would be a stumbling block to others.

Employment at will, termination of employment: the teacher shall be considered an employee at will.

Immediate dismissal will occur in the event improper discipline is used. There will be no spanking or hitting. Time out, verbal correction, taking away privileges, or sending the child to the office are acceptable disciplinary measures.

POSITION ACCEPTING:

Teacher _____ Assistant _____ Coordinator _____ Age Group _____ No. of days _____

Resource Coord. _____ Music teacher _____ Holding room _____ No. of days _____

Hours 8:30 – 12:30

Salary _____ per hour _____ monthly

Approved by _____ date _____

_____, director
X _____

date _____