

Job Title: Before/After School Care Worker
Status: Non-Exempt/ Part-Time
Pay: Hourly (supplemented if overtime is worked)
Classification: Type I
Reports to: Elementary Before/After School Care Director

The before/after school care worker's goal is to assist the school care program in supervising students. Under the direction of the Before/After School Site Director, the Aide is responsible for helping with activities and games for participants in the program. The Before/After School Aide Staff must provide the participants with a leadership role and be a positive role model to them. The Aide is responsible for planning, organizing and leading daily activities. Teaching attitudes, skills, and subject matter that will contribute to the students' development as mature, able, and responsible Christians to the praise and glory of God.

REQUIRED SPIRITUAL QUALITIES

- Acknowledge Christ as Savior and seek to live life as His disciple. Share the Christian faith with others. Have a Christ-centered home.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Have a conviction that God has called them to Christian school ministry. Actively participate in a local Bible-believing church.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment in this ministry.
- Memorize and help fulfill the school's mission statement by recognizing the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task. Believe and actively support the school's statement of faith (attached).
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go." Proverbs 22:6 (NIV).

SPIRITUAL LEADERSHIP

- Reflect the purpose of the school which is to honor Christ in every activity.
 - Integrate Biblical principles and Christian philosophy of education throughout all activities.
 - Evidence the fruit of the Spirit in dealing with people.
 - Involve parents in prayer and volunteerism as appropriate.
 - Be a model of God's ideal for leaders. Demonstrate leadership and facilitative skills.
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PROFESSIONALISM

- Have knowledge of the school's curriculum, standards, and Christian mission.
 - Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
 - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct. (Romans 1:18-32) Ensures the work environment is Christian-based, nurturing, wholesome, and loving.
 - Respectfully submit and be loyal to constituted authority.
 - Model good attendance. Attend work regularly and arrive punctually.
 - Use acceptable language in written and oral communication. Speak with clear articulation.
 - Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality. Meet everyday stress with emotional stability, objectivity, and optimism.
 - Display friendliness and a good sense of humor. Display courtesy and patience in dealing with others.
 - Collaborate effectively with colleagues on a wide range of tasks. Contribute to team projects.
 - Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
 - Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
 - Be enthusiastic, visionary, encourager, and self-starter with a high energy level.
 - Informs administration in a timely manner if unable to fulfill any assigned duty.
 - Demonstrate the importance of discernment, discretion, and confidentiality concerning the sharing of information.
 - Actively pursue professional development opportunities.
 - Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.
 - Demonstrate a commitment to and support of diversity by complying with SACS' EEO policies, regulations, and procedures.
 - Be open to new ideas, initiatives, and concepts. Recognize your own mistakes and take measures to correct them.
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ACADEMIC AND CULTURAL SUPPORT

- Attend staff meetings and training programs as deemed necessary by the school administration.
- Participate in the school's development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.
- Represent the school and its philosophy in a favorable and professional manner to the school family and the general public.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings as required.

ESSENTIAL JOB FUNCTIONS

Administrative Leadership

- Assist in student care management/discipline.
- Assist in implementing the daily program under the direction of the director.
- Lead indoor and outdoor activities that are planned.
- Supervise the playground and ensure child safety.

Administrative Support

- Follow oral and written instructions. Prioritize multiple tasks.
- Accomplish the goals and objectives assigned by the school's administration and school policy.
- Perform clerical duties as needed. Complete duties effectively and promptly.
- Perform other duties as assigned by the Principal or Elementary Director.

Duties & Responsibilities

- Use knowledge of physical and emotional development of children to best serve their needs.
- Assist in taking attendance.
- Assist children with toileting and changing those who have accidents.
- Provide participants with the appropriate leadership during the program.
- Prepare the daily snack for the participants.
- Develop and plan activities that incorporate program goals into the daily routine.
- Provide a warm and caring atmosphere for participants.
- Maintain open communication between staff and school personnel.
- Communicate with the parents through daily drop-off and pick-up
- Attend staff meetings as needed.
- Report any problems which arise with participants, other employees, or the school to the Supervisor.

Safety

- Perform routine first aid and take children to the lead for more serious injuries or illnesses.
- Be responsible for the care and protection of all furniture, equipment and materials issued to you.
- Keep area of use neat and orderly.
- Do not allow unauthorized people in the buildings after hours.
- Be vigilant for strangers entering the school, and politely offer assistance.
- Ensure those entering the school state their business and notify an administrator if someone seems suspicious.
- Know and follow the procedures for issues of an emergency nature.
- Assist and participate with required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.

PROFESSIONAL QUALIFICATION

- Should have previous experience working with elementary school aged children.
- Maintain current or be willing to obtain infant/child CPR and First Aid certification.
- Possess basic knowledge and understanding of school aged children.
- Be a self-starter and perform job with little supervision.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
- Must be in good physical condition.
- Have reliable transportation to and from work.
- Be at least 17 years of age and pass a criminal background check.

APPLICATION PROCESS

- Download the professional staff application from our website, at www.sachristian.org/employment
- Use the fillable PDF to digitally complete your application.
- Save a copy to your computer.
- Submit your application and the following requested documents to cmitchell@sachristian.org
 - Application
 - Resume
 - Copies of transcripts/certificates

Physical Requirements to fulfill the

Before/After School Care Worker

Essential functions of

FREQUENCY OF REQUIRED EXPOSURE/USE

WORKING ENVIRONMENT	SELDOM	FREQUENT	DAILY
OUTDOOR DUTY		X	
COLD (50 °F or lower)	X		
HEAT (90 °F or higher)			X
CHEMICALS/SOLVENTS/GAS	X		
NOISE			X
HIGH STRESS			X
CLIMBING STAIRS		X	
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
KNEELING			X
BENDING			X
REACHING OVER SHOULDER			X
REACH CHALKBD HEIGHT			X
PUSHING		X	
PULLING	X		
MOVING HEAVY ITEMS			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs		X	
More than 50 lbs	X		
LIFTING OVER SHOULDER:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs	X		
CARRYING:			
Up to 20 lbs			X
Up to 50 lbs		X	
More than 50 lbs	X		
OPERATE MACHINERY			
TELEPHONE			X
COPIER/PRINTER			X
COMPUTER/TABLET			X
AV EQUIPMENT	X		
OTHER REQUIREMENTS			
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID			X
LEAD FIELD TRIPS	X		
COMMUNICATE DATA		X	
PREPARE REPORTS	X		
DRIVING	X		

Date job description last reviewed:

9-26-2019

Reviewed by:

HR