

C.S. LEWIS ACADEMY – JOB DESCRIPTION

Title: **After School Care – Lead and Staff**

Hired by: Principal

FLSA status: Hourly

Reports to/evaluated by: Principal

Term and Salary: 10-month position working student contact days

SUMMARY :

Provide childcare to students before school starts and after the normal school day has ended.

QUALIFICATIONS

GENERAL

- Completes full application process including CSLA application, resume, letter of application, and names of references.
- Adhere to a request for a background check.
- Completion of Child Abuse prevention training
- Active First Aid and CPR Card
- Demonstrates acceptance without reservation of the C.S. Lewis Academy statement of faith.
- Is a person of faith and prayer.
- Must understand and have a strong appreciation for a Christ-centered, K-12 school.
- Is a servant leader.

EDUCATION/EXPERIENCE/CERTIFICATION

- 18 years of age or older.
- High School Diploma or equivalent

Preferred qualifications include:

- Two years of post-secondary education; or an associate degree
- Directly related experience in a Christian school classroom
- Training at a college or university in: Child Development, Elementary education, Physical education, Recreation, Special education, early childhood education.
- A state or nationally-recognized credential related to school-age care.
- Teaching experience in a Certified Child Care Center or comparable group care program, in the care of school-age children.

OTHER REQUIREMENTS:

- Food handlers card
- Occasionally performs other duties as required by supervisor.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Occasionally lift up to 30 pounds with moderate standing, stooping, and bending.
- Works in an active environment dealing with a wide variety of challenges, with a varied and diverse array of contacts.

C.S. Lewis Academy does not discriminate against any potential or active Board members, employees or students on the basis of race, color, national or ethnic origin. Board members, employees, and students possess all the rights and privileges to programs and activities, generally accorded or made available to these persons at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs.

SKILLS AND QUALIFICATIONS

- Communicates effectively and appropriately in both oral and written form.
- Understand and follow oral and written instructions.
- Possess basic clerical skills (i.e., word-processing, operation of office equipment) and use those skills as directed.

RESPONSIBILITIES

- Supervise individuals or groups of students working in team situations.
- Monitors students while in After Care and assists with activities and/or homework.
- Prepare snacks that adhere to guidelines.
- Follows prescribed daily schedule as outlined.
- Maintains a safe environment at all times.
- Reports safety, sanitary, and fire hazards immediately.
- Deliver some instructional programs to students on an individual or small group basis.
- Supervises students, as directed, following all safety rules and taking all reasonable precautions to provide a safe and secure student environment. The following is a list of areas you could be directed to supervise: playground, hallway, car loading and unloading areas, emergency drills, and other areas as needed.
- Handles matters of discipline in accordance with the school's discipline policies and procedures.
- Assists with maintaining proper health conditions.
- Interacts with students, parents, colleagues, and community members in a harmonious and respectful manner.
- Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
- Complies with professional development activities as required by the school.
- Follows all laws, school policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
- Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

LEAD

- Oversees staff to ensure proper management of the entire program.
- Schedules staff in line with designated ratios of staff to student.
- Primary contact for parents.
- Purchases food for snacks and other supplies within budget.
- Plans daily activities and timelines.
- Directly communicates with Principal and Finance Manager as needed.
- Is keenly aware of and manages all safety protocols.
- Manages student monthly sign-ups and communicates billing with Finance Manager.

By signing below, I acknowledge that I have received, read, and understand the duties and responsibilities written and described in the job description above. I further understand that I am responsible for the satisfactory execution of the essential duties described.

Printed Name

SIGNED

DATE