



Part-Time After School Care Assistant Job Description

Overview

The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day-to-day duties. He/she must be devoted to prayerfully work with administration, faculty, students and parents to develop and maintain a school, which is thoroughly Christian and academically superb. The After School Care Assistant is under the direct supervision of the Elementary Principal and After School Care Supervisor.

Personal Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with students, faculty, parents and administration.
6. Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program.
7. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
8. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
9. Respectfully submit and be loyal to constituted authority. Shall notify the administration of any policy he/she is unable to support.

Job Description

1. Help maintain record of daily check in and check out times of students.
2. Help maintain communication with parents on a regular basis. Provide written information on program changes or activity schedules.
3. Be at supervisory area on time. (Thursdays & Fridays, 2:30 to 6:00 p.m.).
4. Help maintain careful supervision of children. Be alert, watchful and actively engage all children.
5. Help maintain ASC supplies in classroom, cleaned up and organized.
6. Keep accident forms, first aid kit, and emergency cards on hand in case of emergency.
7. Become familiar with Grace Christian School policies and administrative directives.
10. Salary is hourly. Any additional work performed outside of the regular day needs to be approved by the Principal and the employee must be paid overtime.