

## Full Job Description

### Qualifications and Job Description

#### **After School Care Provider for Kindergarten through Sixth Grade Students during the 2021-2022 school year.**

Monroe County Christian School is seeking a qualified individual to join our team as an after-school care provider. This is a part-time position beginning August 19, 2021. Interested persons should contact Kim Wright, principal, @ [kim.wright@mcchristians.org](mailto:kim.wright@mcchristians.org). Please check our website for more information about the school-<https://www.mccschool.net/>.

Mission of School: To provide a Christ-centered education that teaches children to love God, serve their communities, and to advance God's Kingdom.

**HOURS/SALARY/BENEFITS:** This is a part-time position, paid at an hourly rate. Benefits are not provided. After School Care for kindergarten through sixth grade students is available Monday, Tuesday, Thursday, and Friday from 3:00 p.m. to 5:30 p.m. and Wednesdays from 2:15 p.m. - 5:30 p.m. Half-day dismissals (approximately 4 per year) begin at 11:45 and end at 5:30. The provider will be required to clock out once all students have been picked up, regardless of the time. The provider is to be on duty 5 minutes before start time each day and is expected to reset all areas before the last child is picked up and is responsible for securing (lights and locks) those areas at the end of the day.

**QUALIFICATIONS:** The After Care Provider at MCCS must meet the following criteria:

- High School Diploma or GED
- Experience working in education or similar setting preferred.
- Candidate must pass fingerprint-based background check to begin work.
- Possess and maintain physical ability to lift and carry up to 50 pounds, as well as walk, bend, stoop, and stand on routine basis, both indoors and outdoors

**STAFF RELATIONSHIP:** The AC Provider reports to the Principal and is subject to policies and expectations set by the Principal and approved by the Board.

**MANDATED REPORTING:** The AC Provider is a mandated reporter according to the Department of Human Services and is, therefore, subject to all state and federal laws regarding mandated reporting. Appropriate information and training information provided upon hire.

**PERSONAL QUALITIES:** The AC Provider should consistently demonstrate the following qualities, to be a good fit for the team and mission of MCCS:

- An understanding of what is developmentally appropriate social-emotional behavior for various age groups.
- Genuine love for being with and fostering growth in children. The willingness to take personal initiative to maintain and improve the program.
- A desire and talent for establishing and maintaining rapport with students and their family members.
- Strong ability to communicate and collaborate effectively with other staff members.
- Competency for maintaining professionalism including, but not limited to, professional appearance, punctuality, receiving constructive criticism, and ability to meet deadlines and follow procedures.
- A capacity to exhibit calmness and control in situations.

**JOB DESCRIPTION:** The AC Provider at MCCS is often a representative that a parent/guardian encounters daily and is, therefore, considered a significant partner in establishing and maintaining positive relationships with our families; this employee has the following responsibilities (in addition to all policies and professional expectations outlined in the Personnel Handbook):

- Contribute to a positive school culture by striving to fulfill the Mission Statement.
- Demonstrate strong written and oral communication skills with students, colleagues, parents/guardians, other members of the students' families, and whenever representing the school in public.
- Create and maintain a program schedule that considers the needs of the whole child, such as indoor and outdoor free play, organized play and other activities, rest time, restroom use, etc.
- Develop and follow program policies and rules that provide for a safe, healthy, and stimulating environment in line with school-side policies.
- Ensure the health and safety of every student, including needs related to learning experiences, eating, restroom breaks, and playing.
- Stimulate a creative and enthusiastic program environment. The AC Provider is encouraged to provide controlled whole group games/activities for a portion of the daily schedule.
- Communicate concerns with parents/guardians, teachers, and principal.

- Create and maintaining a safe, organized, and clean physical environment, whether indoors or outdoors, including reports to the principal of needed supplies or repairs
- Always supervise all students. Never leave students unattended or become distracted with cell phones or conversations for long periods of time.
- Report any accidents or incidents to the principal.
- Complete and follow basic health and safety guidelines as requested by the principal to avoid accidents, injuries, the spreading of germs, etc.
- Maintain the privacy of each student, parent/guardian, other family members, and colleagues, as well as school policies and expectations.
- Assist in the redirection and training of students when behavior issues arise.
- Work closely with the other staff members to the benefit of each child attending.

Job Type: Part-time

Pay: \$11.50 per hour