



## **STAFF PERSONNEL POSITION DESCRIPTION**

|                             |                                  |
|-----------------------------|----------------------------------|
| <b><u>Position:</u></b>     | <b>Extended Care Staff</b>       |
| <b>Employment Schedule:</b> | <b>10 months</b>                 |
| <b>Evaluation:</b>          | <b>Annual</b>                    |
| <b>Reports to:</b>          | <b>Extended Care Coordinator</b> |
| <b>Supervises:</b>          | <b>Hourly</b>                    |
| <b>Compensation:</b>        |                                  |

**Summary:** The part-time, on-site extended care staff will be responsible for the supervision and care of ECA students who do not leave school premises immediately following school dismissal. The extended care staff will report to the extended care coordinator. The extended care staff member will be responsible for providing supervision and maintaining the safety of students before the normal school day begins and after the normal school day ends.

### **Essential Duties and Responsibilities**

- Arriving before students to obtain necessary materials needed for scanning students into the building
- Assist with helping students enter the building for before care and scanning students in/out
- Supervise students in a variety of settings and assists with activities and/or homework
- Maintains a safe and positive environment at all times
- Distributes snack to students if applicable
- Develop professional relationships with fellow staff, teachers and parents to provide effective and open communication
- Provide consistent communication with the director on program matters including incidents, student behavior, procedures, parent communication, supply needs, etc.
- Implement positive methods of discipline and guidance to students
- Follows the safety procedures for drop off and pick up of students
- Other duties and responsibilities as assigned

### **Spiritual Qualifications:**

1. A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
2. Accept and support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
3. A deep commitment to, and personal understanding of, the principles of a Christian education.

### **Position Qualifications:**

- High school diploma or equivalent
- Preferred work experience with children
- Punctuality and regular attendance
- Effective verbal and written communication skills with peers, students, and parents