

Stonehill Christian Academy

Before & After School Care Job Description

The person selected for this position will be responsible for the management of the children before school starts and after school ends.

First and foremost, the eligible individual must have a spiritual commitment and demonstrated ability to nurture children in a growing relationship with Jesus. As such, this person will also demonstrate evidence of an active and current membership in the Seventh-day Adventist church.

This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy. As a care provider, this person must also take directions well and should be comfortable taking counsel and constructive critique from the Principal when necessary.

Required Credentials:

- Proof of high school diploma required
- Must be at least 18 years of age
- CPR/1st Aid certification upon hire
- Criminal background check upon hire
- Physically able to lift 25 lbs. up to a height of 5 ft. many times per day
- Bilingual not required, but would be a plus.

Responsibilities:

Will include (but are not limited to) the following:

1. Supervise the signing in and out of children by the parent or designated responsible adult.
2. Supervising the students.
3. Helping with general housekeeping of the classroom and school.
4. Keeping the principal aware of any behavioral concerns regarding the students.
5. Maintaining professional attitudes and loyalty to the school.
6. Treating all children with dignity and respect.
7. Faithful daily punctuality as well as attendance at any required professional enrichment events.
8. Participating in professional workshops that work for the improvement of early childhood education.
9. Maintaining strict confidentiality about children, their families, and other employees outside the school.
10. Supervising outside playground activities, which may involve mild exercise with children.
11. Follow directions given by principal.