



## **Job Description**

<b>Position:</b>	Extended Care Aide	<b>Primary Reporting Relationship:</b>	Extended Care Director
<b>Classification:</b>	Part-time, Non-Exempt	<b>Secondary Reporting Relationships:</b>	Head of School
<b>Ministry Areas:</b>	Bay Area Christian School		
<b>Interfaces:</b>	Students, parents, administrators, staff, other stakeholders as appropriate		

**Mission:** Providing quality Christian education impacting lives for now and eternity.

**Profile:** Our organization has a culture lead by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

**Job Purpose:** The Extended Care Aide will provide assistance with the BACS Extended Care (EC) program by providing monitoring for student safety, assistance with homework and creative play, and support with basic needs—communication, security, love, etc.

### **Major Responsibilities:**

- Provides assistance with supervision of EC students
- Provides for the appropriate care of school property and ensures that pupils use equipment and facilities properly
- Develops and maintains a behavior management policy that is friendly, fair, firm, compassionate, and consistent in a positive, structured, yet flexible childcare environment
- Presents a role model that sets the example for the development of good citizenship and godly character (models Christ in speech, actions, and attitude, able to point children to Jesus, and promote the cultivation of spiritual growth)
- Provides assistance with setup and cleanup for EC activities
- EC Class leaders will maintain close, continued, and professional communications with parents
- Adheres to school policies for staff and faculty
- Performs other duties as assigned

### **Skills and Abilities:**

- Must be able to work well as a part of a team and with other staff of the church and Christian school
- Must demonstrate discretion, flexibility, and accuracy
- Must possess positive communication skills
- Previous work with student supervision preferred

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. In the course of performing the job, the worker is required to stoop, kneel, bend, crouch, reach, stand, walk, push, pull, and lift. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the **Extended Care Aide** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_