

## **Job Description**

**Job Title:** After School Care and Room Set-up Assistant

**FLSA Status:** Hourly, Non-Exempt

**Department:** Lower School

**Evaluation:** Performance will be evaluated initially at 90 days then annually thereafter with this position description. Employees will undergo initial and periodic subsequent background checks and drug screenings as required.

**Reports to:** Lower School Principal

**Supervises (number of employees):** N/A

**Education Requirement:** High School or higher

**Licenses or Certifications:** CPR/First Aid Certification

**Summary:** Orangewood Christian School is seeking a full-time position to provide after school care to students and to prepare/clean rooms for school use. Our staff builds a Christian Community within and beyond the school, is active in a church community and serves as Christian role models to both students and parents. This is a full-time, hourly position.

### **Essential Function:**

- Supervision of children - ensure safety and welfare of all enrolled children.
- Assist and direct students with homework completion.
- Ability to work independently and prioritize variety of tasks.
- Maintain confidentiality with behavior problems of students.
- Assist in creating a warm, nurturing and inviting program atmosphere.
- Prepare snacks and assist with housekeeping duties as necessary.
- Set-up and tear-down tables and chairs for lunch, special events, etc.
- Provide basic custodial work (wipe down tables; clean-up after student lunch; sweep/clean floors, etc.)
- Assist with facility needs.
- Assist with afternoon carline.
- Participate and attend staff meetings and/or training as required.
- Maintain accurate records of student attendance- arrival and departure times.
- Build Christian community within and beyond the school.
- Active in church activities.
- Serve as a Christian role model to students, parents, and staff.
- Serve others, both within and outside the school.

### **Supplemental Function:**

- Enthusiasm for working with children and experience with children.
- CPR / First Aid Certification
- Maintain clear boundaries and setting age appropriate discipline standards for children using non-punitive measures.
- Able to maintain record keeping of student attendance

- Other duties, as assigned

**Required Personal Qualities:**

The employee shall:

1. Have confessed Jesus Christ as his/her personal Lord and Savior.
2. Believe the Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
3. Faithfully attend and actively support a local church that adheres to the principles listed in the OCS Statement of Faith.
4. Be in agreement with the school's Statement of Faith.
5. Be a Christian role model in attitude, speech and actions both in and out of school to students, parents and fellow employees. Agree with and adhere to the OCS Lifestyle Statement.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the body of Christ.
7. Have the spiritual maturity, academic ability and personal leadership qualities to equip students to transform the world for Christ and His kingdom.

**Additional Personal Qualities:**

The employee shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
3. Meet everyday stress with emotional stability, objectivity and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and agreement with school policy.
5. Have a strong command of the English language in both verbal and written communication.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the Head of School of any policy that he/she is unable to support.
8. Refuse to use or circulate confidential information.
9. Place his/her OCS position ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the OCS community.

**Work Environment:**

- Offices                      Classrooms                      Outdoors                      Community
- All facilities including roof and crawl spaces     Other: \_\_\_\_\_

**Physical Demands:**

- Walking/Standing
- Lifting/Moving (number of pounds 25)
- Stretching
- Exposure to cold/Heat
- Talking/hearing
- Vision (close and distance)
- Bending/climbing
- Other

\* 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.