



# GRACE BRETHERN S C H O O L S

## JOB DESCRIPTION: ELEMENTARY DAY CARE STAFF

### INFORMATION

<b>Job Title:</b>	<b>Elementary Day Care Staff</b>	<b>Wkly. Hrs./Weeks:</b>	
		<b>Pay Grade:</b>	
<b>Department:</b>	Elementary	<b>Classification</b>	PT
<b>Reports To:</b>	Day Care Supervisor	<b>Effective Date:</b>	

### SUMMARY

The Elementary day care staff is responsible for supervising students outside of the classroom before and after school as well as during lunch time and lunch recess.

### ESSENTIAL FUNCTIONS

- Oversee students outside of the classroom including but not limited to lunch tables and recess duty; before and after school care.
- Comply with all school regulations and policies at all times
- Provide appropriate leadership during supervision times
- Maintain a safe environment for students
- Implement and enforce rules and procedures on the campus
- Maintain communication between fellow staff and classroom teachers
- Maintain a positive attitude toward co-workers, supervisors and school staff
- Keep campus neat

### COMPETENCIES

- Flexible, friendly and good at establishing quick rapport with students
- Setting the proper tone from the beginning for classroom management
- Ability to remember many names
- Possess basic knowledge and understanding of school aged children
- Be a self starter and perform job with little supervision
- Able to follow oral and written directions
- Models and promotes a biblical view of vocation.

### QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities.
- Functioning member of a local church.
- Disposition that is professional and personable
- Basic mathematics and accounting knowledge is necessary
- Effective computer proficiency
- Excellent oral and written command of the English language
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Ability to multitask in an environment with many distractions is a must

## WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required

## ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

## APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Administration, Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
[hr@gracebrethren.com](mailto:hr@gracebrethren.com) 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.