

Position Title: PAC Aftercare Assistant

Last Updated: June 2020

Reports To: Elementary School Principal  
Head of School

Status: Non-Exempt  
Part-Time

Schedule: Academic year: Monday-Friday, 2:00-6:00

Summary Description:

This position is responsible for assisting in the After Care Program, carrying out the provisions and policies in implementing developmentally appropriate programs and learning experiences for those children attending.

Essential Functions:

- Assist in age-appropriate activities and experiences in accordance with the understood practices and goals of the After School Program
- Assist in activities to meet the physical, emotional, intellectual and social needs of the children attending the program
- Maintain expectations of daily routine and pleasant, stress-free classroom environment
- Supervise and be actively involved with children attending the program; responsible for health and safety at all times
- Care for and oversee children in the classrooms, on walks, or on the playground
- Set-up Snack areas, which include cleaning tables, and creating a healthy eating environment
- Ensure that equipment and facilities are clean, safe and well maintained; provide a secure environment for children to feel comfortable; report any issues of repair to the Facilities Department
- Perform light housekeeping duties when necessary and as situations arise
- Assist in direct supervision of children enrolled in the After School Program
- Treat all children with dignity and respect; use guidance and discipline strategies that are consistent with positive parenting, and protocol in place at Fellowship Christian
- Communicate clearly and effectively, in a manner that children understand and respond to
- Develop positive parent relationships
- Engage in behaviors conducive to team building with other staff, such as open communication, encouragement, support and tolerance of each other
- Must know emergency procedures and protocol
- Monitor and record the attendance of those children participating in the After Care Program on daily basis
- Attend all staff meetings when applicable to role

Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Elementary School Principal or Head of School

Qualifications:

- High School Diploma Required; Advanced Degree preferred in Early Childhood Education or related field
- Must demonstrate experience working with children
- Flexible demeanor with compassion and understanding

- Possess ability to build esteem while ensuring a safe and secure learning environment
- Appropriate organizational and communication skills
- Valid First Aid and CPR certificate issued by an authorized agency
- Must be able to work intuitively and independently as well as part of a team
- Demonstrated interpersonal and communication skills for successfully interact with diverse constituents that utilize the program
- Strong skills for multitasking and prioritizing responsibilities as situations arise and priorities may change frequently and rapidly
- Ability to perform light housekeeping duties as required
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Possess a valid driver's license and have own transportation
- Positive appearance, attitude, and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and a condition of employment

#### Physical Qualifications:

- Standing/sitting for long periods of time
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping at children's level
- Must be able to lift children weight up to 50 pounds
- Must be able to reach at and above shoulder height to access higher areas of play equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the work shift
- Hearing and speaking to exchange information in person or on the telephone
- Use of hands and fingers for manipulation and using computer keyboard, children's educational tools and play equipment, perform first aid and CPR
- Specific vision abilities required include close vision, distance vision, color vision and depth perception

#### Working Environment:

- While performing the duties of this job, the employee is often exposed to contact with blood or other body fluids
- The employee may be exposed to blood-borne pathogens and communicable diseases
- The employee may be susceptible to inclement weather
- The noise level at times may be loud in the work environment
- The employee may come in contact with children who are ill/contagious
- The environment may be stressful at times, with a number of situations happening at once

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.