

Position Title: **PAC Aftercare Assistant**

Last Updated: March 2022

Reports To: Elementary School Principal

Status: Non-Exempt, Part-time

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

Growth & Evaluation:

Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our [Essential Expectations: Faculty](#) provide the foundational aspects we require to work at FCS. These [Characteristics of Professional Excellence](#) establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

Summary Description:

This faculty member will join a collaborative learning community, focused on the school's mission, partnering to inspire academic curiosity, impeccable character, and Christian leadership grounded in biblical truth.

In addition to Biblical integration, our PAC Assistant is responsible for carrying out the provisions and policies in implementing developmentally appropriate programs and learning experiences for those children attending.

In fulfilling our mission, Fellowship Christian School hires and retains passionate, talented, diverse educators to offer a rich and engaging curriculum, preparing our students to be lifelong learners and citizens well equipped to address local and global challenges.

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
- Strong organizational skills
- Excellent verbal and written communication skills
- Solid understanding of learning challenges as well as the ability to develop and employ strategies to help those students
- Ability to use technology effectively

Job Requirements: In addition to experience and a strong educational background, successful candidates demonstrate a love of working with children, an engaging teaching style, the ability to interact well with parents and colleagues, and a willingness to create and promote an inclusive learning environment.

- 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:**
- Regularly required to listen, physically direct, and speak
 - Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking
 - Use of hands and fingers to manipulate office equipment, handle, or feel and reach with hands and arms
 - Specific vision abilities required including close vision, distant vision, color vision and depth perception
 - Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands and fingers
 - Must be capable of occasionally carrying and moving small objects

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.