

Position Title: PAC Director (Paladin Adventure Club)

Last Updated: October 2022

Reports To: Auxiliary Programs Director

Status: Part-time; Non-Exempt

Schedule: Academic year; Monday – Friday, 2pm – 6 pm

Benefits: Not Benefit Eligible

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](#) 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 Aftercare 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.

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.

Essential Functions:

- Develop and implement age-appropriate activities and experiences in accordance with the understood practices and goals of the after-school program (PAC)
- Responsible for directing the aftercare program (PAC), carrying out the provisions and policies in implementing developmentally appropriate programs and learning experiences for those children attending
- Plan and implement activities to meet the physical, emotional, intellectual, and social needs of the children attending the program, Pre-K through 5th grade
- 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, restrooms, 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
- Always ensure sufficient coverage and supervision of all children attending the after-school program
- Establish policies and procedures including acceptable disciplinary policies
- Responsible for 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 School
- Communicate clearly and effectively, in a manner that children understand and respond to
- Develop positive parent relationships; keep parents informed of program expectations, program activities, and their child's motivation and interest in the after-school program
- Attend all staff meetings and recommended training/professional development programs as directed
- Engage in behaviors conducive to team building with other staff, such as open communication, encouragement, support and tolerance of each other
- Responsible for implementation and monitoring of ethical standards, and best practices for childcare and after school -related services
- Must know emergency procedures and protocol
- Monitor and record the attendance of those children participating in the aftercare program on daily basis
- Manage the expenditures and costs associated with the aftercare program; submit expenditures and purchase receipts to Business Office for reimbursement; track and record all revenue in accordance with the Business Office protocol
- Develop monthly and yearly statistics about number of participants, costs of equipment, supplies and labor
- Actively market the After Care Program within the Fellowship Christian Parent community; prepare flyers with information, create content for website, partner with the Marketing Department to ensure communication is consistent and effective in reaching potential market for enrollment into program
- Perform a variety of clerical/administrative/program tasks as needed
- Participate in school events

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
- 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 Auxiliary Program Director 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 to 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
- Solid working knowledge of Word, Excel, Internet, knowledge and use of RenWeb database management a plus
- Must have the ability to work in a school environment by successfully passing the school mandated background check process and Ministry Safe training
- 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.