



Job Description: K-8 Aftercare Aide

"Discipling young people to make a difference in their world"

Job Classification: Staff
Provisional Period: Yearly contract based on annual evaluation
Department: K-8
Assignment Category: Part-time

Job Description Summary:

The K-8 Aftercare Aide for Desert Christian Schools is responsible for the welfare and safety of K-8 students who are enrolled in the aftercare program.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a staff member; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a staff member of DCS.

Specific Job Duties:

- Assist in the supervision and safety of students remaining after school from 2pm to 5pm
- Assist in the setup and breakdown of tables each day
- Assist in locking up campus after all students have been picked up, as needed
- Check students in and out
- Knowledge of the health issues/allergies of enrolled students
- Distribution of snacks each day
- Assist in providing homework/quiet time
- Assist in creating and facilitating a weekly craft time
- Assist in providing a scheduled playtime each day

Performance Standards/Skills required:

- Multi-tasking
- Flexibility
- Communication skills
- Organizational skills
- Teachability

Job Factors:

- **Minimum education level required:** Administrator's discretion
- **Minimum experience level required:** Administrator's discretion
- **Reports to:** K-8 Administrator
- **Supervision exercised:** Enrolled students
- **External contacts:** Parents