CROSSINGS CHRISTIAN SCHOOL

DEVELOPING CHRIST-CENTERED SERVANT LEADERS

Position: Lower School Recess/Extended Care Support
Classification: Part-time
Division: Lower School
Primary Reporting Relationship: Extended Care Director

Mission: Partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life.

Job Description: The Recess and Extended Care position assists parents as well as CCS administration and teachers by helping develop Christ-centered servant leaders through the management and operation of the Lower School's recess and extended care programs.

Employee Profile:

- Acceptance without reservation of the CCS Statement of Faith
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Consistent participation in a local church community
- Commitment to the CCS Mission and purpose

Spiritual Profile:

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Sets example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship
- Implements biblical principles as they relate to the spiritual well-being of students, parents, and staff
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff
- Shows support for the role of parents as primarily responsible before God for their children's education and assists them in the task
- Encourages students to accept God's gift of salvation and grow in their faith
- Emphasizes to students the reality of their self-worth in Christ
- Foster spiritual formation in the lives of students through various means when appropriate and applicable

Professional Profile:

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school in addition to direct reports as stated on the organizational chart
- Maintains a clean, attractive, well-ordered workspace
- Utilizes educational opportunities and evaluation processes for professional growth
- Seeks the counsel of administration, colleagues, and parents, and is teachable
- Provides input and recommendations for administrative and managerial functions in the school
- Demonstrates knowledge of procedures for dealing with emergencies
- Contributes to the general improvement of the school program

- Cultivates positive relationships with parents, teachers, and students where applicable
- Communicates with staff, students, and parents effectively, clearly, and with grace
- Maintains confidentiality when matters pertain to students, staff, and families of the school

Personal Profile:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students, parents, and staff without partiality
- Submits respectfully and is loyal to constituted authority
- Maintains a personal appearance that is a model of cleanliness, modesty, and good taste
- Uses acceptable and professional English in written and oral communication
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations while representing the school in a favorable and professional manner to its constituency and the general public
- Demonstrates an appreciation and understanding of the uniqueness of the local community

Responsibilities:

- Seeks to establish relationships with students that help them grow in their relationship with Christ
- Makes an extra effort when students are struggling
- Provides appropriate resources and learning materials for students
- Collaborates with classroom teachers on specialized projects
- Maintains cleanliness in all program areas including the upkeep of equipment and facility in an acceptable manner and the set-up and breakdown necessary to keep orderliness
- Follows and is familiar with all school safety protocols and procedures
- Collaborates as a recess/extended care team

Required Skills and Abilities:

- Must be able to tolerate Oklahoma weather as this position necessitates an abundance of outdoor time