



Job Description: K-8 Aftercare Aide

"Disciplining 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
- Proficient in basic computer skills for Word, Excel, Publisher, RenWeb
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools
- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)

- Completes individual assignments in a timely manner

Job Factors:

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