



Job Description

Title: **Aftercare Supervisor Assistant – First Shift (“Between Care”)**

Qualifications:

1. Conscientious, alert to environment
2. Love for children
3. Courteous
4. Mature, makes sound decisions
5. All general qualifications for faculty/staff

RESPONSIBILITIES

- Assist the Aftercare Supervisor

SPECIFIC DUTIES

General

- Conduct and dress should be in a professional manner consistent with WCA and After Care responsibilities.
- Be punctual.
- Communicate directly with parents, faculty, staff and administration as needed.

Daily Activities

- Ensure the safety and accounting of each child and ensure a safe environment for the students in the Between Care program.
- Work with the Aftercare Supervisor to implement a daily schedule of activities; naps, snacks, play, study, etc. appropriate for the age of the children.
- Ensure appropriate conduct of the children in regard to respect and safety towards each other, to adults and school property.
- Interact with children in a training and instructional manner in their Between Care activities. Include teaching in Biblical principles and character qualities.
- Record check in and check out times of each student.
- Ensure that the appropriate, responsible adult is the one who picks up the child to go home.
- Address any first aid needs of the children.
- Regardless of the situation, no child may ever be left alone.

Reporting (all in coordination with the Aftercare Supervisor)

- Order supplies or equipment as needed and follow through to ensure that they are inventoried as they arrive.
- Put in writing any maintenance needs. Any maintenance need which is a safety issue should be brought to the attention of the administration immediately.
- Put in writing any accidents via an accident report. Inform the administration of any serious injuries as soon as possible.

Other

- Assume After Care Supervisor responsibilities when the Supervisor is absent.
- Accept responsibility to work beyond job description as needed, particularly in emergency situations.
- Complete any other reasonable duties as assigned.

ACCOUNTABILITY

- Answer directly to the Aftercare Supervisor, then to the Elementary Supervisor.
- Be evaluated annually each January by Aftercare Supervisor.

HOURS, HOLIDAYS, VACATION

The Aftercare Supervisor Assistant, First Shift (“Between Care”), is a non-exempt, hourly, part-time position which carries the expectation of 3.5 hours work per day (11:30 a.m. – 3:00 p.m.). This position runs during the school year whenever there is aftercare provided.