



Title: After-School Care Supervisor

Status: Part-Time, Hourly

Work Year: August- May; 180 days

Work Hours: 3:30 PM - 6:00 PM, Monday-Friday (extended hours on Noon Dismissals)

Reports To: Business Manager & School Principal

Job Summary:

The After-School Care Supervisor oversees and manages the after-school care program and ensures a safe, engaging, and supportive environment for students. This role involves planning activities, supervising students, and coordinating with parents and school staff. The ideal candidate will be a dedicated Christian role model both on and off campus, have experience working with children, have strong organizational skills, and be able to create a positive and nurturing environment.

General Qualifications:

- Must be at least 24 years of age
- High school diploma or equivalent; associate's degree or higher in Education or a related field preferred
- Experience working with children in an educational or childcare setting
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to create a safe and nurturing environment for children
- CPR and First Aid certification preferred
- Has the physical stamina and health that a job of this nature demands
- Ability to manage and resolve conflicts effectively
- Dedicated Christian role model that upholds the standards of the Seventh-day Adventist Church, has a proven ability to work with students, and has a desire to share Jesus Christ with them.

General Responsibilities:

- Oversee the daily operations of the after-school care program

- Ensure the safety and well-being of all students in the program
- Develop and motivate children, mentally, physically & spiritually
- Plan and implement engaging activities that promote learning and development
- Supervise and support students during after-school hours
- Communicate effectively with parents, staff, and school administration

Specific Duties and Responsibilities:

- **Program Supervision:** Monitor and supervise students during after-school care hours, ensuring a safe and orderly environment.
- **Activity Planning:** Develop and implement various activities, including arts and crafts, games, homework help, and outdoor play.
- **Safety Management:** Ensure all safety protocols and procedures are followed, including student check-in and checkout processes.
- **Behavior Management:** Address and manage student behavior in a positive and constructive manner, following school policies and procedures.
- **Parent Communication:** Communicate regularly with parents about their child's activities, behavior, and any incidents that occur during after-school care.
- **Staff Coordination:** Work with other after-school care staff to ensure smooth operation and adequate supervision of students.
- **Supplies Management:** Maintain and organize supplies and materials needed for after-school activities.
- **Record Keeping:** Maintain accurate records of student attendance, activities, and any incidents or accidents.
- **Professional Development:** Participate in training and professional development opportunities to enhance skills and knowledge related to the role.

OTHER DUTIES

- Any other duties or tasks as requested by your supervisor.

Evaluation:

Performance evaluations will be conducted twice yearly by the School Principal.

Title: Assistant to the After-School Care Supervisor

Status: Part-Time, Hourly

Work Year: August-May; 180 days

Work Hours: 3:30 PM - 6:00 PM, Monday-Friday (extended hours on Noon Dismissals)

Reports To: After-School Care Supervisor, Business Manager & School Principal

Job Summary: The Assistant to the After-School Care Supervisor supports the Supervisor in managing the after-school care program, ensuring a safe, engaging, and supportive environment for students. This role involves assisting with activity planning, supervising students, and helping to coordinate with parents and school staff. The Assistant will also partner with the Supervisor to design and implement Structured Play activities, which include creative and educational projects like book buddies, arts and crafts, and other hands-on learning experiences. The ideal candidate will be a dedicated Christian role model, have experience working with children, strong organizational skills, and the ability to contribute to a positive and nurturing environment.

General Qualifications:

- Must be at least 24 years of age
- High school diploma or equivalent; associate's degree or higher in Education or a related field preferred
- Experience working with children in an educational or childcare setting
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to help create a safe and nurturing environment for children
- CPR and First Aid certification preferred
- Physical stamina and health suitable for the demands of the role
- Ability to assist in managing and resolving conflicts effectively
- Dedicated Christian role model who upholds the standards of the Seventh-day Adventist Church, with a proven ability to work with students and a desire to share Jesus Christ with them.

General Responsibilities:

- Assist in overseeing the daily operations of the after-school care program
- Support the safety and well-being of all students in the program
- Assist in developing and motivating children mentally, physically, and spiritually
- Help plan and implement engaging activities that promote learning and development
- Partner with the Supervisor to create and lead Structured Play activities, such as book buddies, arts and crafts, and other projects that result in memorable take-home items
- Supervise and support students during after-school hours
- Communicate effectively with parents, staff, and school administration

Specific Duties and Responsibilities:

- **Program Support:** Assist in monitoring and supervising students during after-school care hours, ensuring a safe and orderly environment.
- **Activity Planning:** Collaborate with the Supervisor to develop and implement a variety of Structured Play activities, in addition to other activities like games, homework help, and outdoor play.
- **Safety Assistance:** Help ensure all safety protocols and procedures are followed, including student check-in and checkout processes.
- **Behavior Support:** Assist in addressing and managing student behavior in a positive and constructive manner, following school policies and procedures.
- **Parent Communication:** Communicates detailed information concerning students to the Director. In the Director's Absence the aftercare assistant will communicate with parents about their child's activities, behavior, and any incidents that occur during after-school care.
- **Staff Coordination:** Work with the Supervisor and other after-school care staff to ensure smooth operation and adequate supervision of students.
- **Supplies Management:** Assist in maintaining and organizing supplies and materials needed for after-school and Structured Play activities.
- **Record Keeping:** Help maintain accurate records of student attendance, activities, and any incidents or accidents.
- **Professional Development:** Participate in training and professional development opportunities to enhance skills and knowledge related to the role.