



PS-8 Extended Care Director | Gilbert Campus

Reports to:	Designated School Administrator
Function:	To lead and oversee the Extended Care Program
Staffing Requirements:	Part-time, 10 month
Employment Status:	Non-Exempt
Revision Date:	01/05/2024

Position Description:

The Extended Care Team is responsible for providing care and supervision for students in Preschool through 8th grade before and after school, as needed by parents. They are also responsible for supporting the efforts of parents to bring their children up in the nurture and admonition of the Lord while witnessing to all in word and deed.

The Extended Care Director oversees the Extended Care program by providing leadership for the Extended Care program.

Qualifications & Required Skills

- Membership in a Christian congregation
- If not a member of the Lutheran Church-Missouri Synod, fully support the doctrines of the Lutheran Church - Missouri Synod
- Have experience working with children
- Hold current CPR and First Aid certification (training provided)
- Hold current Arizona's Food Handler's License (training provided)
- Pass state-mandated fingerprinting, criminal background check, and TB testing
- Be current on immunizations
- Complete a minimum of 18 hours of training (Professional Development) each year
- Physically able to perform job caring for students ages 2 ½ - 14

Overall Responsibilities

- Abide by the CGLCS Employee Code of Conduct and Shared Responsibilities policy
- Be accountable to participate in parent/family school events as scheduled or requested by Administration
- Assist in implementing the discipline policy in accordance with the Christ Greenfield School's guidelines
- Attend in-services as scheduled or requested by Administration
- Read, understand, and implement the rules and regulations governing child care centers published by the Arizona Department of Health Services

- Maintain prompt hours and promptly notify Administration in the event of illness or necessary absence
- Fulfill other related duties as assigned by Administration

Specific Job Responsibilities

- **Program Administration**
 - Read and implement the laws governing Child Care Centers published by the Arizona Department of Health Services
 - Assist in hiring staff members for Extended Care
 - Create schedule for Extended Care staff members
 - Supervise Extended Care staff members; Conduct observations and evaluation for Extended Care staff members
 - Contribute information and insights on individual children's behavior; report relevant information to classroom teachers and/or Administration
 - Prepare and post monthly Snack Calendars and Lesson Plans
 - Order and store snacks and necessary supplies (napkins, plates, spoons, etc)
 - Maintain accurate accounting records of Extended Care through FACTS SIS
 - Prepare monthly billing statements and submit to the Student Accounts Manager for billing
 - Prepare and check Daily Sign-In Sheets for Extended Care staff members
 - Maintain updated Emergency book (State Emergency Card for each student)
- **General Extended Care Responsibilities**
 - Greet students and parents as they arrive for drop-off and pick-up
 - Assist in the arrangement, maintenance, and cleaning of learning centers and equipment including playgrounds
 - Help children establish good habits in personal hygiene by instructing them to wash before snack time
 - Prepare healthy snacks for children
 - Model leading prayer before snack
 - Eat snacks with children, helping to develop good nutritional habits and model good table manners (in accordance with Family Style Dining state standard)
 - Supervise activities indoors and outdoors to ensure safety at all times
 - Model appropriate behavior in speech and language
 - Be involved with the students in all activities, helping and encouraging them, supervising play, directing children to appropriate use of play equipment and materials
 - Provide proper emergency medical attention for injured students and document all instances
 - With the proper written authorization form, administer emergency medications in accordance with State regulations and parental written instructions
 - Work collaboratively with other Extended Care staff

The Extended Care Director should work a minimum of 10 hours per week supervising children, plus an additional 2-3 hours of Administrative hours.