



PS-8 Extended Care Provider | Gilbert Campus

Reports to:	Extended Care Director and/or Designated School Administrator
Function:	Child Care Provider
Staffing Requirements:	Part-time, 10 month
Employment Status:	Non-Exempt
Revision Date:	04/03/2023

Position Description:

Extended Care Providers are 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.

Position Qualifications & Requirements:

- Membership in a Christian congregation
- Fully support the doctrines of the Lutheran Church - Missouri Synod
- Have experience working with children
- Hold current certification for CPR, First Aid, and Arizona Food Handlers
- Complete Love & Logic training
- Attend inservices and meetings as requested by Administration
- Complete a minimum of 18 Professional Development hours annually (paid)
- Pass state mandated fingerprinting, criminal background check, and TB testing
- Be current on immunizations
- Physically able to perform duties with children ages 3-14
- Be at least 18 years of age

Overall Responsibilities:

- Abide by Christ Greenfield's *Positive Conduct and Shared Responsibilities* policy (Policy HR301 in Employee Policy Manual)
- Be accountable to participate in school events as scheduled or requested by Administration
- Assist in implementing the Christ Greenfield *Discipline Policy and Procedures* as outlined in the Family Handbooks
- Attend in-services as scheduled or requested by Administration.
- Fulfill other related duties as assigned by Administration.

Specific Job Responsibilities:

- Greet and assist each child as he/she arrives to help the student feel welcome and comfortable
- Greet parents as they arrive to drop off and pick up their children
- Assist in providing appropriate experiences for children
- Assist in arrangement, maintenance, and cleaning of facilities and equipment (including playgrounds)
- Model and encourage leading prayer before snacks
- Help children establish good habits in personal hygiene by modeling and instructing proper hand washing
- Prepare healthy snacks for children based on Monthly Snack Calendar
- Eat snacks with children, helping to develop good nutritional habits and model good table manners (in accordance with Family Style Dining state standard)
- Supervise all indoor and outdoor activities to ensure the safety of children at all times
- Read and follow the [Rules and Statutes](#) set forth by the Arizona Department of Health Services Child Care Facilities Licensing for Childcare Centers
- Model appropriate behavior in speech and language
- Work collaboratively with other Extended Care staff
- Contribute information and insights on individual children's behavior to the child's teacher and/or administration
- 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, may administer emergency medications in accordance with State regulations and parental written instructions
- Submit "Ouch Reports" to the Extended Care Director and log on the list before sending the child home
- Be available to participate in parent/family school events as scheduled or requested by the Principal