**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Before/After School Care**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

Performs diverse classroom duties as assigned by supervisor. Oversees student work/projects using initiative and sound judgment. Advises students on specific components of study. Requires knowledge of school policy and organizational structure, a high level of technical (well developed keyboard/ computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help. May supervise others.

Essential Job Functions

The Before/After School Care responsibilities shall include, but are not limited to the following

* Administers standards of behavior and discipline for the purpose of ensuring the safety and wellbeing of students
* Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts
* Assists students with homework assignments and make-up work, etc. for the purpose of supporting teachers in the instructional process
* Assists with program components for the purpose of delivering services that conform to established guidelines
* Communicates school policies and enforcement procedures to students for the purpose of ensuring their understanding and the potential consequences of violation
* Maintains classroom equipment, work area, student files/records, attendance records, checking homework for the purpose of ensuring availability of items and/or providing reliable information.
* Monitors individual students, classroom, library, recreational activities, etc. for the purpose of ensuring a safe and positive learning environment
* Prepares documentation in standardized formats for the purpose of providing written documentation and/or conveying information
* Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel

Knowledge and Skills

Skills are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include child development.

Knowledge is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: operating standard office equipment using pertinent software applications; maintaining program services; documenting required information.

Ability is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communication skills; working as part of a team; assisting students; and maintaining confidentiality.

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Physical Requirements

Some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 20% walking, and 65% standing.

Working Conditions

Essential responsibilities are performed in a generally clean and healthy environment. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**