



## EMPLOYEE JOB DESCRIPTION

**JOB TITLE:** Before and After School Programs Staff

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### Our Mission

*Zion Lutheran School provides a Christ centered approach to education. This education nurtures the child's faith, equipping him/her to use and share that faith on a daily basis.*

### Our Vision

*That every child knows Jesus as his or her personal Lord and Savior*

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**JOB GOAL:** The Staff of the Extended School Program (ESP) shall strive to develop and maintain an atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth.

**REPORTS TO:** Extended School Programs Director

### REQUIREMENTS:

- Must 18 years of age or older
- Must be willing and able to be CPR certified
- Must submit to a background check

### DUTIES AND PERFORMANCE RESPONSIBILITIES

- Willingness to work in an educational setting that adheres to and teaches Biblical teachings.
- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Greets each child in a warm and friendly manner.
- Interacts with the children and encourages their involvement in activities.
- Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should allow the child to grow and to explore.
- Assists in planning, preparing, and implementing daily activities (indoor/outdoor) as they relate to the curriculum and schedule.
- Responsible for the health, welfare, and safety of the children.
- Assists in maintaining daily attendance records.
- Works with other staff members to form a positive, supportive team atmosphere.
- Ensures confidentiality of privileged information.
- Maintains adherence to all school policies and procedures, including safety requirements.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere which reinforces the overall goal of forming young men and women with strong morals and character.
- Cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Models spiritual maturity in leading students towards Christ and in spiritual growth.
- Establishes and maintains cooperative working relationships with students and parents.
- Assumes responsibility for meeting his/her own performance goals.
- Maintains professional competence through in-service education activities provided by professional growth activities.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules.

**EVALUATION:** Annually by the Extended School Program director

**PERSONAL QUALITIES:**

- Exceptional interpersonal skills
- Strong oral communication skills with students, parents, and school staff