



## EMPLOYEE JOB DESCRIPTION

**JOB TITLE:** After School Extended Care Program Supervisor

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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 After School Extended Care Program Supervisor fulfills the mission of the school by managing all aspects of childcare (preschool-8th grade) from the hours of 3:05pm-6:00pm on all days the school is in operation.

**REPORTS TO:** Principal

### REQUIREMENTS:

1. Bachelor's (preferred) or Associate's Degree with specialization in Early Childhood or Elementary Education.
2. Experience working with children and adults.
3. Age requirement - 21 years and above
4. Availability - 2:45pm-6:00 pm, Mondays-Fridays when school is in session
5. Demonstrated competence for the design and implementation of programs and activities required for a successful child care program.
6. Certified in CPR and First Aid.

### DUTIES AND PERFORMANCE RESPONSIBILITIES

1. Support Zion Lutheran School and its students
  - a. Support the mission, vision, philosophies, organization, and curriculum of Zion Lutheran School
  - b. Attend required faculty in-services and meetings.
  - c. Provide a program of ministry that nurtures the attending students while providing a positive and safe environment.
  - d. Plan and organize activities that enlighten and engage students.
  - e. Establish and implement policies and procedures to ensure safety of students and staff.
2. Communication
  - a. Prepare, plan and communicate program policies to staff and school families
  - b. Keep the school principal informed of all programming and noteworthy incidents.
  - c. Recommend policies of admission, attendance and fees (in relation to the programs) to the Principal.
  - d. Prepare student account balances using E-Z School Apps software and provide the school finance manager with monthly billing information.
  - e. Develop and maintain positive rapport with students, parents and extended school programs staff.
3. Manage Extended School Programs staff members
  - a. Recruit, interview, hire, train, supervise and evaluate personnel. Hiring and termination is dependent on both the Director and School Principal, who has final approval of hiring and terminating personnel.
  - b. Prepare a staff handbook and update annually to be reviewed by the school Principal.
  - c. Update and schedule staff members on their responsibilities for the week.
  - d. Provide an active and ongoing structure of supervision and evaluation for employees encouraging consistency and individual growth.
4. Manage Extended School Programs budget
  - a. Manage individual family accounts to ensure the collection of payments
  - b. Establish, monitor and maintain the fiscal operations of the program.
5. Other Administrative Tasks

- a. Manage all issues and keep all records related to the administration of the program.
- b. Assess and implement Extended Care discipline procedures consistent with the school.

**EVALUATION:** Annual evaluation of each area of ministry by the principal, program employees, and parent surveys

**PERSONAL QUALITIES:**

1. Willingness to share Christian faith with staff, students, and families
2. Exceptional interpersonal skills.
3. Outstanding oral & written communications skills with a basic understanding of computers.
4. Willingness and ability to comply with the standards for ethical and professional performance established by the State of Illinois and Zion Lutheran School
5. Sensitivity to and respect for others
6. Ability to serve as a positive role model for youth