

JOB DESCRIPTION

AFTERCARE SUPERVISOR

Job Summary: Supervises and monitors children during the after school extended care period a.k.a. the After Care Room.

Duties & Responsibilities:

- Ensures student sign-in after dismissal and sign-out by parent, guardian or previously designated approved adult for pick-up from the Aftercare Room.
- Supervises and monitors the activities and behavior of Christ Lutheran School children in the designated classroom.
- Sets and follows a specific daily schedule that includes homework time, free time, and outside time (weather permitting).
- Supervises and monitors the activities and behavior of Christ Lutheran School children in other designated areas including the playground, restroom, and hallways.
- Administers any discipline as needed to maintain an orderly, healthy environment.
- Reports all situations to the school administrator and/or parent which will require more severe disciplinary action of children involved.
- Performs some clerical duties such as recording daily attendance.
- Performs minor custodial functions related to the cleanliness of the designated area.

Job Specifications:

- Reports to the school administrator.
- Must enjoy, engage, and get along with children, i.e., have good parenting skills.
- Ability to apply behavior management techniques in enforcing school discipline in an appropriate context.
- Ability to get work alongside and effectively communicate with adults, including administrators, teachers and parents.
- Good physical health.
- Completion of high school or GED equivalent. College hours in an education related field is encouraged and preferred.
- Complete annual required hours set forth by the State of Kansas to be in compliance with our Aftercare state license.