



**POSITION TITLE:** PRESCHOOL AFTER SCHOOL CARE TEACHER  
**REPORTS TO:** PRESCHOOL DIRECTOR- TRISH FRAZIER  
**FLSA STATUS:** NON- EXEMPT; PART-TIME – UP TO 20 HOURS/WEEK  
**DEPARTMENT:** SCHOOL  
**PAY RATE:** \$16.90

**SUMMARY:** Exemplifies the Christian philosophy of St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities. Supervises and provides growth opportunities for students in the after-school care program.

## POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to students and their families.
- Works within policies, procedures, deadlines and practices of St. John's Lutheran Church, Preschool and CCLD Title 22.
- Communicates confidential student information or concerns only to appropriate preschool staff.
- Follows clearly stated directions, is a cohesive part of the team.
- Supervises students on the playground; ensures appropriate student conduct, response to accidents and discipline problems in accordance with established procedures.
- Provides appropriate activities, crafts, games etc. for students in their care.
- Is proactive and self-motivated, demonstrates initiative that results in the education of students and the betterment of St. John's Lutheran Preschool.
- Contributes to a unified and productive/positive work environment.
- Interacts with children, parents and coworkers in a professional, loving and respectful manner.
- Attends all preschool functions including those that occur outside of usual working hours.
- Supports St. John's preschool with documentation input with regard to NLSA goals.
- Exhibits punctuality and adherence to St. John's dress code.
- Performs additional duties as assigned.

## KNOWLEDGE AND SKILL REQUIREMENTS:

- High School graduate; must be 18 years or older.
- Is or will become a member of St. John's Lutheran Church.
- Knowledge of child development and completion of 12 core ECE units.
- Live Scan, proof of MMR, DTAP immunizations and TB screening, CPR and first aid training. Maintain training requirements for Child Abuse Mandated Reporter and Healthy Schools Act.
- Experience in childcare preferred.

**PHYSICAL DEMANDS / WORK ENVIRONMENT:**

- Frequently engaged in standing, walking, sitting, use of hands/arms and talking and hearing.
- Occasionally engaged in climbing, stooping, kneeling, and crouching.
- Frequently engaged in lifting up to 50 lbs.
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: