

Plaza Christian Academy Job Description

Job Title: AM/PM Care Leader
Status: Part-Time
Reports to: Academy Director

ROLE SUMMARY:

Morning and Afternoon Care leaders Plaza Christian Academy are directly responsible to the PCA Administration. They are partners first with the local church in seeing that the parents and children are taught the way of salvation through Jesus Christ as they disciple students in the Word of God. The AM/PM Care Leaders will provide a safe, fun environment for students before and after their regular public-school day.

MINIMUM QUALIFICATIONS:

- Be an active member in good standing in a local Christian church.
- Personal religious daily testimony in word and deed is vital to their duties as an employee.
- Have a personal relationship with Christ.
- Communicate effectively with peers, parents, and children.
- Able to meet the physical demands of the job.
- Complete background check according to local laws.

RESPONSIBILITIES:

Spiritual

- Maintain a consistent and growing walk with the Lord, seeking to put Him first in everything.
- Discern each student's relationship with the Lord and lead them to be a strong disciple.
- Continually integrate Scriptural principles into all subject areas and show them in lesson plan objectives.

To establish and maintain a safe environment

- Designs appropriate room arrangement to promote play, exploration, and learning and completion of homework
- Promotes healthy eating practices and help to serve breakfast in the mornings.
- Maintains a safe environment
- Posts necessary information to ensure the safety and well-being of children
- Maintains an orderly learning environment
- When stationed at the door, follows proper drop-off and pick-up procedures

To advance physical and intellectual competence

- Provides a balance between child-initiated and teacher - initiated activities
- Provides a balance between quiet and active learning activities
- Uses equipment and materials for indoor and outdoor play that promote children's physical development
- Involves children in planning and implementing learning activities

To support social and emotional development and provide positive guidance

- Plans and implements hands - on activities that develop positive self-esteem
- Plans and implements hands - on activities that develop social skills
- Plans and implements culturally diverse experiences
- Uses and promotes positive guidance techniques
- Provides a wide variety of creative and expressive activities
- Establishes routines with smooth transition periods
- Communicates with children at their developmental level
- Encourages children to be independent

To establish positive and productive relationships with families

- Communicates with parents through ProCare Connect
- Provides a variety of ways that families can participate in the program
- Encourages parents to participate in the program

To ensure a well-run, purposeful classroom that is responsive to students needs

- Be prepared and on time for class each day
- Assesses program supplies and materials needed before implementing activities
- Maintains written daily schedules

To maintain a commitment to professionalism

- Promotes PCA's Philosophy and Mission
- Supports PCA's Honor Code
- Engages in ongoing staff development to improve personal and professional skills
- Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
- Attends staff meeting, workshops, and in-service training provided by PCA
- Be prompt, present and focused at all meetings and school functions
- Keep the administration informed of needs and potential problems related to the general welfare of the school

Personal Qualities and Special Job Characteristics:

Must be physically able to perform the job of an AM/PM Care Leader (e.g., able to lift children and/or equipment up to 40 lbs; able to stoop, bend, sit and stand for extended periods of time). Must have a warm, supportive attitude toward children. Must be reliable. Must be flexible in receiving assignments or adapting to changes in the program. Must be willing to accept supervision in order to improve work performance. Must be able to carry out all other duties as assigned by the administration.

By signing below, I agree that I have read and understand the qualifications and responsibilities outlined in my job description.

AM/PM Care Leader Signature

Date